DOCUMENT RESUME

ED 460 713 JC 990 286

TITLE	Community College General Academic Course Guide Manual.
INSTITUTION	Texas Higher Education Coordinating Board, Austin. Div. of Community and Technical Colleges.
PUB DATE	1996-00-00
NOTE	119p.
PUB TYPE	Reports - Descriptive (141) -- Tests/Questionnaires (160)
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Articulation (Education); *Community Colleges; *Course Descriptions; *Curriculum Development; Decision Making; Educational Planning; Higher Education; State Aid; *Technical Institutes; *Transfer Policy; Two Year Colleges
IDENTIFIERS	*Texas

ABSTRACT

The Community College General Academic Course Guide Manual (ACGM) is the official list of approved numbers for general academic transfer courses that may be offered by public community and technical colleges in Texas for state funding. This edition of the ACGM, effective September 1996, contains the latest information available for academic planning by Texas community and technical colleges. Following an introduction, the ACGM explains: (1) changes in this edition; (2) how to use the manual; (3) the Texas Common Course Numbering System; (4) Internet and World Wide Web Sources of Information; (5) Unique Need Courses; and (6) Distance Learning. The ACGM also lists fifty-two approved courses, including variations on the following subjects: agribusiness, resources, architecture, marketing, communications, education, engineering, language studies, law, life sciences, mathematics, recreation, basic skills, recreation, philosophy/religion, physical sciences, psychology, public affairs, social sciences, precision production, visual and performing arts, and health sciences. Also listed are developmental courses; new courses and course changes; courses under review; and course deletions. Appended are committee rosters, forms, subchapters, and funding codes. (AS)

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ED 460 713

The Community College General Academic Course Guide Manual

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The Community College General Academic Course Guide Manual

Introduction

The *Community College General Academic Course Guide Manual* (ACGM) is the official list of approval numbers for general academic transfer courses which may be offered by public community and technical colleges in Texas for state funding. Questions concerning the content or implementation of the procedures in this manual should be directed to:

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The provisions for approval of general academic courses for state appropriations are outlined in the Coordinating Board's *Rules and Regulations*, Chapter 5, Subchapter I. According to Section 5.171(b): "a standing course review committee composed of representatives from public community and junior colleges and other appropriate public institutions offering lower division general academic courses will meet annually to recommend to the Coordinating Board staff appropriate courses to be added to, revised, or deleted from the Course Guide Manual."

This edition, effective September 1996, of the ACGM contains the latest information available for academic planning by Texas community and technical colleges and should replace the September 1992 edition. All changes subsequent to the 1992 edition and approved by the Standing Committee for Lower Division General Academic and Transfer Issues have been incorporated. The members of the Standing Committee who contributed to this edition are listed in Appendix A of this manual.

Changes in the ACGM

As of the fall semester 1995, the ACGM serves as the generic academic course inventory for all community and technical colleges in Texas. Individual institutions are no longer required to maintain separate general academic course inventories. It is also no longer necessary to submit the General Academic Course Inventory Update Request Form for a course already available under the list of approval numbers in the ACGM. This planned reduction in paperwork should benefit us all.

If a community or technical college wishes to offer a course not generically approved, or for more credit or contact hours than listed, it must request approval for such a course on the basis of unique need. A resulting inventory of unique need courses will be the only academic inventory required of individual institutions. Colleges will continue to report academic courses according to instructions in the most recent edition of the *Reporting and Procedures Manual for Public Community and Technical Colleges* published by the Educational Data Center of the Coordinating Board, but "edits" of reports will now be made against the ACGM and the individual institutions' unique need course inventories.

Instructions: How to Read and Use the ACGM

The List of Approved Courses in the ACGM is organized by course areas. Each course area has a 10 digit approval number listed on the left margin, a course area title, and three numbers on the right margin indicating information about maximum semester credit hours (SCHs) and contact hours for which courses may be offered. Below the numbers and title are a brief content description of the course area. Also listed under each approval number are those specific academic courses which have received a prefix and number from the Texas Common Course Numbering System.

For example:

26.0101.51 24 General Biology 8:4:96

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

BIOL 1106 (lab, 1st semester, for biology majors)
BIOL 1107 (lab, 2nd semester, for biology majors)
BIOL 1306 (lecture, 1st semester for biology majors)
BIOL 1307 (lecture, 2nd semester, for biology majors)
BIOL 1406 (lecture + lab, 1st semester for biology majors)
BIOL 1407 (lecture + lab, 2nd semester, for biology majors)
BIOL 1108 (lab, 1st semester)
BIOL 1109 (lab, 2nd semester)

BIOL 1308 (lecture, 1st semester)
BIOL 1309 (lecture, 2nd semester)
BIOL 1408 (lecture + lab, 1st semester)
BIOL 1409 (lecture + lab, 2nd semester)

In this example, the approval number at the left hand margin is **26.0101.5124**. The first six digits indicate subject matter and are based upon the Classification of Instructional Programs (CIP) codes used by the U.S. Department of Education. The last four digits are assigned by the Coordinating Board. The 7th and 8th digits further delineate course content, sequence, or approval category. The 9th and 10th digits indicate the funding category.

26.0101 is the CIP code.

51 is the code for the content listed in the course description. The range for these numbers is typically 51 to 59. However, if a course is approved as a unique need course (as opposed to general approval), the 7th digit will be a 9 instead of a 5. If a course is approved as a permanent unique need, the 7th digit will be a 7 instead of a 5 or 9. If the course is approved for excessive credit and/or contact hours (more than allowed in the approved listing), the 7th digit will be an 8 instead of a 5 or 9.

24 is the current state funding code for biological sciences in public community and technical colleges. These codes range from 20 to 42. A complete listing of the academic funding codes is contained in Appendix D.

On the right-hand margin, the numbers of 8:4:96 are explained below:

8 The first digit is the *maximum number of semester credit hours (SCHs) per student* for courses applicable toward an associate's degree under this particular approval number. In this example, a college may allow students to take eight SCHs of general biology courses and count them toward an associate's degree.

4 The second digit is the *maximum number of semester credit hours per course* under this particular approval number. In this example, the maximum number is four. A college could offer a course under this approval number for four or fewer SCHs, but not more. The college should award the SCH in proportion to the number of contact hours, type of instruction, and with regard to the assigned common course number. (See note below.)

96 The third set of digits is the *total maximum number of contact hours per course* under this particular approval number. A college could

offer a course under this approval number for 96 or fewer contact hours, but not more. In this example, a four SCH course might be offered for 96 contact hours. During a regular 16-week semester, this might be broken down into three hours of lecture per week and three hours of lab per week.

NOTE: A traditional lecture course offered for three contact hours of lecture over a 16-week semester would earn three semester credit hours and carry a "3" in the second digit of the common course number. Similarly, a traditional lecture/lab course offered for three contact hours of lecture and three contact hours of laboratory over a 16-week semester would earn four semester credit hours and carry a "4" in the second digit of the common course number. In general, one semester credit hour is awarded per one contact hour of lecture instruction and one semester credit hour is awarded per two to four contact hours of laboratory instruction.

Below the course content description, course options available under this approval number are listed by Texas Common Course Numbers.

There are some approval numbers for which there are no corresponding courses with Texas Common Course Numbers (e.g., 23.0301.5135 Forms of Literature 6:3:48). If the Texas Common Course Numbering System designates these courses at a later date, they will be added to the ACGM. In the meantime, the approval number for "Forms of Literature" would allow a community college to offer a three-hour literature course such as Introduction to Dramatic Literature.

The Texas Common Course Numbering (TCCN) System

The TCCN System is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic courses.

The TCCN System provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCN institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCN designation at the receiving institution.

To date, 103 institutions of higher education in Texas participate in the TCCN project. Most community colleges have actually replaced their internal course numbering systems with TCCN designations; a few have not, but like universities, have cross-referenced their courses with the TCCN System.

Internet/ World Wide Web Sources of Information

The University of Texas at Austin is currently constructing a World Wide Web home page for the Texas Common Course Numbering System. This Web site will contain a list of participating TCCN institutions, the TCCN taxonomy, the TCCN history, and the TCCN board members.

Another Web site is operated by the Texas Higher Education Coordinating Board at http://www.thecb.state.tx.us. This manual will soon be available on this Web site. Additionally at this Web site, you may access the TCCN Transfer Guides which recommend specific common courses students can take at Texas community and technical colleges to ensure degree applicability of transfer credit at participating universities. For example, if a student wished to major in biochemistry, begin his/her studies at Texarkana College and later transfer to Texas A&M University (TAMU), the student would consult the TAMU Transfer Guide for biochemistry. The guide would inform the student of exactly which courses, by common course number, to take at Texarkana College.

The TCCN Matrix Online, the master list of the common courses offered in Texas is currently hosted on the Web by East Texas State University at http://www.etsu.edu. The list is organized by institution and by TCCN designation.

Unique Need Courses

Approval for a course not available under an ACGM approval number or for one with credit and/or contact hours in excess of the limits prescribed by the ACGM must be approved by the Coordinating Board according to the Board's *Rules and Regulations*, Section 5.172 (included below). When applying for a unique need course, submit both a *Request for Approval* as well as a *data entry* form. Be sure that all information requested is addressed or attached as needed. Copies of both forms are included in Appendix B of this manual.

5.172. Unique Need Courses.

(a) A course may be approved for unique need if it meets the following criteria:

(1) A course that is acceptable for transfer to a regional university is one basis for unique need approval. Copies of letters documenting transferability should be included in the application.

(2) Courses requested for unique need should have college level rigor. Courses designed to meet a community service, leisure, vocational, or avocational need are inappropriate for unique need approval and state (academic) funding.

(3) Up to three technical or vocational transfer courses within a single discipline may be approved as unique courses provided that they meet all of

the following criteria.

(A) The course is acceptable for transfer to a regional university and may be applied toward fulfilling the requirements of a baccalaureate degree.

(B) The course instructor meets the requirements for faculty who teach transfer courses established by the Southern Association of Colleges and Schools.

(C) The institution certifies that appropriate equipment is available for use in the course.

(4) Courses required at the junior level or above in degree programs are not an appropriate basis for approval. When the need for a junior level course is established and regional universities decline to offer the course, then it may be considered for approval as a unique need course. In such cases, the prerequisites of the public community and junior college or other appropriate public institution offering lower division general academic courses should be comparable to the course pre-requisites of the senior college course.

(b) Procedures for unique need approval are as follows.

(1) The application for each unique need course submitted to the Coordinating Board must be accompanied by a statement of need for the course and a syllabus which includes a course description, detailed course outline, and objectives.

(2) Colleges must reapply for approval of unique need courses on an annual basis. At the institution's request upon the third consecutive approval, a course may be considered for continued placement in that institution's course inventory. The request must include the enrollments and frequency with which the course was offered over the preceding two years. The Coordinating Board will review and evaluate continued need on a five-year cycle.

Distance Learning

For community colleges, distance learning may take the form of instruction offered at distant sites -- out-of-district, out-of-state, or out-of-country -- or instruction delivered primarily by telecommunications technology. Unless specifically exempted by the Coordinating Board, all state-funded distance learning courses and programs must be submitted for annual review by appropriate Higher Education Regional Councils, according to new provisions of Subchapter H, *Approval of Distance Learning for Public Colleges and Universities*, of the Coordinating Board *Rules and Regulations*, Chapter 5. The text of this subchapter is included in Appendix C of this manual.

An "Annual Plan" for Distance Learning is a listing by location of distance learning courses and programs planned to be taught during an academic year by an institution. A college prepares its Annual Plan for the following academic year during January. For example, the Annual Plan for 1996-97 would be prepared in January 1996. The Annual Plan is submitted by the college to the appropriate Higher Education Regional Council(s) for approval during council meetings in January or February. The Higher Education Regional Councils thereafter make recommendations to the Commissioner regarding the Annual Plans. The Commissioner in turn makes recommendations regarding the Annual Plans to the Coordinating Board at its April meeting.

To be included in a college's Annual Plan are the following forms: (1) Out-of-District Program and Course Area Inventory Update Form; (2) Update Form for Instructional Telecommunications Courses; and (3) a signed statement of institutional commitment to Distance Learning Standards. These forms are included in Appendix B of this manual.

Also included in Appendix B is the form needed to request approval for an out-of-state (or out-of-country) academic course. The same Out-of-District Inventory Update form referenced above may be used to add the out-of-state (or out-of-country) course to the college's academic course inventory.

Other Sections of the ACGM

List of Developmental Courses: These courses are developmental in nature. They may be offered for state reimbursement but do not result in degree or transferable credit.

List of New Courses and Course Changes: These courses and/or approval numbers are either new or changed from the 1992 edition of the ACGM.

List of Courses Under Review: These courses are currently under review. They may be offered for state reimbursement as well as academic credit during the 1996 calendar year, unless otherwise specified. The Standing Committee will meet during 1996 to discuss their future status. Transferability of these courses should be determined by agreement between sending and receiving institutions.

List of Course Deletions: These courses may be offered in the Spring and Summer semesters of 1996, but should be revised according to the new approval and course numbers by Fall semester 1996.

List of Approved Courses

1. Agribusiness & Agriculture Production

01.0101.51 21 Computers in Agriculture **3:3:64**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

AGRI 1309

01.0102.51 21 Marketing of Agricultural Products **3:3:48**

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.

AGRI 1325

01.0103.51 21 Introduction to Agricultural Economics **3:3:48**

Fundamental economic principles and their applications to the problems of the industry of agriculture.

AGRI 2317

01.0103.52 21 The Agricultural Industry **2:2:32**

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

AGRI 1131 or 1231

01.0201.51 21 Agricultural Construction **6:6:128**

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles.

AGRI 2303 (1st semester)
AGRI 2304 (2nd semester)
AGRI 2403 (4 SCH, single-semester course)
AGRI 2603 (6 SCH, single-semester course)

01.0204.51 21 Agricultural Power Units **3:3:64**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.

AGRI 2301

01.0601.51 21 Horticulture **4:4:96**

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping.

AGRI 1315 or 1415
HORT 1301 or 1401

2. Agricultural Sciences

02.0201.51 21 Introductory Animal Science **4:4:96**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

AGRI 1319 or 1419

02.0201.52 21 Livestock Evaluation **6:3:96**

Selection, evaluation, and classification of livestock and livestock products.

AGRI 2321 (1st semester)
AGRI 2322 (2nd semester)
AGRI 1121 (Livestock Judging, 1 SCH course)
AGRI 2221 (2 SCH course)

02.0206.51 21 Dairy Science **3:3:64**

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products.

AGRI 1311

02.0209.51 21 Poultry Science **3:3:64**

Introduction to the poultry industry. Practices and principles in the production and marketing of turkeys, layers, broilers, and specialized fowl. Management, automated equipment, product technology, incubation, and production economics.

AGRI 1327

02.0301.51 21 Principles of Food Science **3:3:64**

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.

AGRI 1329

02.0402.51 21 Agronomy **4:4:96**

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

AGRI 1307 or 1407

02.0408.51 21 Plant Protection (formerly Entomology) **4:4:96**

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology, and related environmental protection measures.

AGRI 1413 or 2313

3. Renewable Natural Resources

03.0102.51 24 Environmental Biology **4:4:96**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

BIOL 2106 (lab)
BIOL 2206 (lecture)
BIOL 2306 (lecture + lab)

03.0102.52 39 Environmental Science **8:4:96**

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. May or may not include a laboratory.

03.0102.53 39 Environmental Geology **4:4:96**

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

GEOL 1105 (lab)

GEOL 1305 (lecture)
GEOL 1405 (lecture + lab)

03.0601.51 21 Wildlife Conservation and Management **3:3:64**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

AGRI 2330

4. Architecture & Environmental Design

04.0201.52 22 Architectural Aesthetics **3:3:48**

Architecture as a contemporary philosophical concept. Visual experiences in the aesthetics of architecture.

ARCH 1205 or 1305

04.0201.54 22 Architectural Design **8:4:144**

Introduction to architectural concepts. The visual characteristics of two- and three-dimensional forms and spaces.

ARCH 1303 (1st semester)
ARCH 1304 (2nd semester)

04.0201.59 22 Introduction to Architecture **3:3:48**

An introduction to the elements of the architectural profession.

ARCH 1201 or 1311

8. Marketing & Distribution

08.0102.51 33 Fashion Merchandising **3:3:96**

Principles, techniques, and practices for successful merchandising of fashion products.

HECO 2311

08.0706.51 25 Salesmanship **3:3:48**

Principles of personal salesmanship including methods and tasks applicable to a wide

variety of industries and commercial settings.

BUSI 1311

9. Communications

09.0201.51 26 Principles of Advertising **3:3:48**

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.

COMM 2327

09.0401.51 26 Editing and Layout **4:3:96**

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2305

09.0401.53 26 News Editing and Copy Reading **6:3:96**

Copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup.

COMM 2209 & 2210 (2-semester, 4-hour sequence)
COMM 2309 & 2310 (2-semester, 6-hour sequence)

09.0401.54 26 Publications **4:1:80**

Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 1129, 1130, 2129, & 2130 (1st through 4th semesters, news publications)
COMM 1131, 1132, 2131, & 2132 (1st through 4th semesters, other publications)

09.0401.55 26 News Photography **6:3:96**

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media.

COMM 1316 (1st semester)

COMM 1317 (2nd semester)

09.0401.57 26 News Gathering and Writing I **3:3:96**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2311

09.0401.58 26 News Gathering and Writing II **3:3:96**

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques.

COMM 2315

09.0402.51 26 Writing for Radio, Television, and Film **3:3:48**

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2339

09.0402.52 26 Radio/Television News **3:3:96**

Preparation and analysis of news styles for the electronic media.

COMM 2332

09.0403.51 26 Introduction to Mass Communications **3:3:48**
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 1307

09.0403.52 26 Survey of Radio/Television **3:3:48**

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

COMM 1335

09.0701.53 26 Practicum in Electronic Media **12:4:96**

Lecture and laboratory instruction and participation.

COMM 2120, 2121, 2122 (1 SCH versions)
COMM 2220 (2 SCH version)
COMM 2324, 2325, 2326 (3 SCH versions)

10. Communication Technologies

10.0104.51 26 Audio/Radio Production **3:3:64**

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent.

COMM 2303

10.0104.52 26 Television Production **6:3:96**

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs.

COMM 1136, 1137, & 1138 (3-semester, 3-hour sequence)
COMM 1236, 1237, & 1238 (3-semester, 6-hour sequence)
COMM 1336 & 1337 (2-semester, 6-hour sequence)

11. Computer & Information Sciences

(For additional programming courses in BASIC or COBOL, please refer to approval numbers starting with 52.1202 and 52.1203)

11.0101.51 27 Computer Literacy **6:3:64**

Effect of computers on society, the history and use of computers, computer applications in various segments of society, programming concepts, and hardware and software terminology. This course may not be applied towards a computer science major or minor.

COSC 1300 Introduction to Computing
COSC 1400 Introduction to Computing

11.0101.52 27 Introduction to Computer and Information Sciences **6:4:96**

Overview of computer information systems. Introduces computer hardware, software,

procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

COSC 1301 Microcomputer Applications (may be offered as BCIS 1301)
COSC 1401 Microcomputer Applications (may be offered as BCIS 1401)

11.0201.51 27 Programming Methodology **3:3:80**

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

COSC 1309 (Logic Design)

11.0201.52 27 Computer Science Programming **12:4:96**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1315 or 1415 (Fundamentals of Programming)
COSC 1430 (variable topic programming language course)

Assembly Language
COSC 1319 or 1419, 1334 or 1434, 2325 or 2425

"C" Language
COSC 1320 or 1420 (may be offered as BCIS 1320 or 1420)
FORTRAN
COSC 1317 or 1417
ENGR 2304 (FORTRAN for engineers)

PASCAL
COSC 1318 or 1418, 1335 or 1434

PL/I
COSC 1333 or 1433

11.0201.53 27 Advanced Computer Science Programming **8:4:96**

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

COSC 2315 or 2415 (data structures)
COSC 2330 or 2430 (structured languages)

Assembly Language
COSC 2319 or 2419, 2334 or 2434

"C" Language
COSC 2320 or 2420 (may be offered as BCIS 2320 or 2340)

FORTRAN
COSC 2317 or 2417

PASCAL
COSC 2318 or 2418, 2335 or 2435

PL/I
COSC 2333 or 2433

11.0201.54 27 Computer Organization and Machine Language **8:4:96**

Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation; and addressing techniques.

COSC 2325 or 2425

12. Personal & Miscellaneous Services

12.0204.51 28 Sports Officiating **6:3:64**

Instruction in rules, interpretation, and mechanics of officiating selected sports.

KINE or PHED 1308 (1st semester)
KINE or PHED 1309 (2nd semester)

13. Education

13.0101.51 28 Introduction to Education **3:3:48**
(Formerly Orientation to Education)

Introduction to different teacher programs, teaching fields, and employment conditions. Includes information concerning the Pre-Professional Skills Test (PPST).

13.1001.51 28 Introduction to Special Education **3:3:48**

Introduction to special education including characteristics, problems, and needs of the exceptional learner. Public and private services available to the handicapped citizen. Field trips may be required.

14. Engineering

14.0101.51 29 Introduction to Engineering **2:2:32**

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

ENGR 1101 (1st semester)
ENGR 1102 (2nd semester)
ENGR 1201 (single-semester course)

14.1101.51 29 Mechanics of Materials **4:4:64**

Stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses.

ENGR 2332

14.1101.52 29 Vector Mechanics: Statics **4:4:64**

Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: the first calculus-based physics course. Corequisite: a second course in calculus.

ENGR 2301 (Statics only)
ENGR 2303 (Statics & Dynamics, 3-hour)
ENGR 2403 (Statics & Dynamics, 4-hour)

14.1101.53 29 Vector Mechanics: Dynamics **4:4:64**

Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Prerequisite: Vector Mechanics: Statics.

Corequisite: a third course in calculus.

ENGR 2302 (Dynamics only)
ENGR 2303 (Statics & Dynamics, 3-hour)

ENGR 2403 (Statics & Dynamics, 4-hour)

15. Engineering Related Technologies

15.0101.51 22 Architectural Technology **6:3:96**

Introduction to the properties, specifications, and application of materials related to architectural structures. Emphasis on the methods of construction and the effect of design.

ARCH 2312 (1st semester)
ARCH 2313 (2nd semester)

15.1102.51 29 Plane Surveying **4:4:96**

Use and care of instruments, note keeping, distance measurements, traverse surveying, areas, angles and elevations, legal principles, elementary map making, plane table and transit methods of topographic map production, field problems related to highway surveying, circular and vertical curves, earthwork, volumes and cost estimates, and triangulation and base lines.

ENGR 1307 or 1407

16. Foreign Languages

16.0301.51 31 Beginning Chinese **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CHIN 1311, 1411, or 1511 (1st semester)
CHIN 1312, 1412, or 1512 (2nd semester)

16.0301.52 31 Intermediate Chinese **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

CHIN 2311 (3rd semester)
CHIN 2312 (4th semester)

16.0302.51 31 Beginning Japanese **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structure, and culture.

JAPN 1311 (Conversational, 1st semester)
JAPN 1312 (Conversational, 2nd semester)
JAPN 1311, 1411, or 1511 (1st semester)
JAPN 1312, 1412, or 1512 (2nd semester)

16.0302.52 31 Intermediate Japanese **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

JAPN 2311 (3rd semester)
JAPN 2312 (4th semester)

16.0402.51 31 Beginning Russian **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

RUSS 1311, 1411, or 1511 (1st semester)
RUSS 1312, 1412, or 1512 (2nd semester)

16.0402.52 31 Intermediate Russian **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

RUSS 2311 (3rd semester)
RUSS 2312 (4th semester)

16.0403.51 31 Beginning Czech **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CZEC 1311, 1411, or 1511 (1st semester)
CZEC 1312, 1412, or 1512 (2nd semester)

16.0403.52 31 Intermediate Czech **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

CZEC 2311 (3rd semester)
CZEC 2312 (4th semester)

16.0501.51 31 Beginning German **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1300 (Conversational, 1st semester)
GERM 1310 (Conversational, 2nd semester)
GERM 1311, 1411, or 1511 (1st semester)
GERM 1312, 1412, or 1512 (2nd semester)

16.0501.52 31 Intermediate German **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

GERM 2311 (3rd semester)
GERM 2312 (4th semester)

16.0501.53 31 Scientific German **4:4:64**

The reading of specially prepared scientific texts and a review of grammar. May replace sophomore German for pre-medical and science students.

GERM 1313 or 1413

16.0501.54 31 German Conversation **6:3:48**

Basic practice in comprehension and production of the spoken language.

GERM 1100 & 1110 (2-semester, 2-hour sequence)
GERM 1200 & 1210 (2-semester, 4-hour sequence)
GERM 1300 & 1310 (2-semester, 6-hour sequence)

16.0601.51 31 Beginning Greek **6:3:112**

Essentials of grammar, reading of easy prose, Greek mythology and civilization, and

building of English vocabulary derived from Greek.

GREE 1311 (1st semester)
GREE 1312 (2nd semester)

16.0601.52 31 Intermediate Greek Reading **6:3:80**

Greek drama and selections from the *Iliad*.

GREE 2311 (3rd semester)
GREE 2312 (4th semester)

16.0901.51 31 Beginning French **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1311, 1411, or 1511 (1st semester)
FREN 1312, 1412, or 1512 (2nd semester)

16.0901.52 31 Intermediate French **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

FREN 2311 (3rd semester)
FREN 2312 (4th semester)

16.0901.53 31 Introduction to French Literature **6:3:48**

Readings representative of this culture.

FREN 2303 (1st semester)
FREN 2304 (2nd semester)

16.0901.54 31 French Conversation **6:3:48**

Basic practice in comprehension and production of the spoken language.

FREN 1100 & 1110 (2-semester, 2-hour sequence)
FREN 1200 & 1210 (2-semester, 4-hour sequence)
FREN 1300 & 1310 (2-semester, 6-hour sequence)
FREN 2306 (Intermediate)

16.0902.51 31 Beginning Italian **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ITAL 1311, 1411, or 1511 (1st semester)
ITAL 1312, 1412, or 1512 (2nd semester)

16.0902.52 31 Intermediate Italian **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

ITAL 2311 (3rd semester)
ITAL 2312 (4th semester)

16.0904.51 31 Beginning Portuguese **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

PORT 1311, 1411, or 1511 (1st semester)
PORT 1312, 1412, or 1512 (2nd semester)

16.0904.52 31 Intermediate Portuguese **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

PORT 2311 (3rd semester)
PORT 2312 (4th semester)

16.0905.51 31 Beginning Spanish **10:5:112**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

SPAN 1305 (intensive 1st & 2nd semester combined)
SPAN 1311, 1411, or 1511 (1st semester)
SPAN 1312, 1412, or 1512 (2nd semester)

16.0905.52 31 Intermediate Spanish **6:3:80**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

SPAN 2311 (3rd semester)
SPAN 2312 (4th semester)

16.0905.53 31 Introduction to Hispanic Literature **6:3:48**

Reading representative of this culture.

SPAN 2321 (Iberian, 1st semester)
SPAN 2322 (Iberian, 2nd semester)
SPAN 2323 (Latin American)
SPAN 2324 (Spanish Culture)

16.0905.54 31 Spanish Conversation **6:3:48**

Basic practice in comprehension and production of the spoken language.

SPAN 1300 (1st semester)
SPAN 1310 (2nd semester)
SPAN 2306 (3rd semester)
SPAN 2313 (1st semester, Spanish for Native Speakers)
SPAN 2315 (2nd semester, Spanish for Native Speakers)
SPAN 2316 (1st semester, career Spanish)
SPAN 2317 (2nd semester, career Spanish)

16.1203.51 31 Elementary Latin **6:4:112**

Grammar and vocabulary. Emphasis on the value of Latin as a background for the study of English and modern foreign languages.

LATI 1311 (1st semester)
LATI 1312 (2nd semester)

16.1203.52 31 Intermediate Latin **6:3:80**

Review of grammar and readings in Roman literary works.

LATI 2311 (3rd semester)
LATI 2312 (4th semester)

19. Home Economics

19.0101.51 33 Home Economics Perspectives **3:3:48**

Study of home economics and its history, philosophy, and content areas.

19.0101.53 33 Applied Design **3:3:96**

Basic design principles and application of aesthetic elements in all areas of home economics.

19.0401.51 25 Personal Finance **3:3:48**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

BUSI 1307

19.0402.51 33 Consumer Science **3:3:48**

Study of concepts pertaining to consumer behavior in relation to the social, political, and economic components of market environments.

19.0402.52 42 Consumer Economics **3:3:48**

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes, and consumer protection.

ECON 1301 or 1303

19.0501.51 33 Food Preparation and Meal Management **6:3:96**

Study of scientific principles involved in the selection and preparation of high quality foods. Management of time, money, and energy resources in the planning, preparation, and service of meals.

HECO 1315

19.0502.51 33 Nutrition and Diet Therapy **6:3:48**

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

BIOL or HECO 1322 (1st of 2 semesters, or single-semester course)
BIOL or HECO 1323 (2nd of 2 semesters)

19.0603.51 33 Housing and Interior Design **6:3:96**

Study of the psychological, sociological, economic, and aesthetic factors in the selection of housing and in the planning and analysis of interior home environments.

HECO 1325 (1st semester)
HECO 1326 (2nd semester)

20. Vocational Home Economics

20.0301.51 33 Clothing Selection, Design, and Construction **6:3:96**

Selection, design, and construction of clothing apparel and accessories.

HECO 1328 (1st semester)
HECO 1329 (2nd semester)

20.0301.52 33 Textiles **3:3:96**

Analysis of fibers, yarns, fabrics, and finishes as related to end use, performance, and care of textile products.

HECO 1320

22. Law

22.0101.51 25 Business Law **3:3:48**

Principles of law which form the legal framework for business activity.

BUSI 2301 (1st semester Business Law)

22.0101.52 25 Legal Environment of Business **3:3:48**

Role of law and government regulations in business and society. Includes legal reasoning, sources of law, social policy and legal institutions, and laws relating to antitrust protection, security regulations, consumer protection, environmental protection, worker health and safety, and employment discrimination.

BUSI 2302 (2nd semester Business Law)

22.0101.53 42 Fundamentals of Criminal Law **3:3:48**

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1310

22.0101.54 42 The Courts and Criminal Procedure **3:3:48**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1306 (Courts & Criminal Procedure)

23. Letters

23.0301.51 35 Forms of Literature **6:3:48**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

23.0301.52 35 World Literature **6:3:48**

Selected significant works of world literature. May include study of movements, schools, or periods.

ENGL 2331 (single semester course)
ENGL 2332 (1st semester of 2-semester sequence)
ENGL 2333 (2nd semester of 2-semester sequence)

23.0301.53 35 Advanced Literature Analysis **6:3:48**

Intensive analysis of literary works. May be unified by theme, period, or subject matter.

23.0401.51 35 Composition **6:3:64**

Principles and techniques of written composition, textual analysis, and critical thinking.

ENGL 1301 (1st semester)
ENGL 1302 (2nd semester)

23.0501.51 35 Creative Writing **6:3:48**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama.

ENGL 1111 (1 SCH course)
ENGL 2307 (1st semester)
ENGL 2308 (2nd semester)

23.0701.51 35 American Literature **6:3:48**

Selected significant works of American literature. May include study of movements, schools, or periods.

ENGL 2326 (single semester course)
ENGL 2327 (1st semester of 2-semester sequence)
ENGL 2328 (2nd semester of 2-semester sequence)

23.0801.51 35 British Literature **6:3:48**

Selected significant works of British literature. May include study of movements, schools, or periods.

ENGL 2321 (single semester course)
ENGL 2322 (1st course of 2-semester sequence)
ENGL 2323 (2nd semester of 2-semester sequence)

23.1001.51 35 Introduction to Speech Communication **3:3:48**

Theories and practice of communication in interpersonal, small group, and public speech.

SPCH 1311

23.1001.52 35 Business and Professional Speaking **3:3:48**

Theories and practice of speech communication as applied to business and professional situations.

SPCH 1321

23.1001.53 35 Public Speaking **3:3:48**

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

SPCH 1315

23.1001.54 35 Interpersonal Communication **3:3:48**

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

SPCH 1318

23.1001.56 35 Discussion and Small Group Communication **3:3:48**

Discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2333

23.1001.57 35 Oral Interpretation **3:3:48**

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

SPCH 2341

23.1001.58 35 Voice and Diction **6:3:96**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

SPCH 1342

23.1001.59 35 Argumentation and Debate **3:3:48**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation.

SPCH 2335

23.1001.60 35 Forensic Activities **4:1:64**

Laboratory experience for students who participate in forensic activities.

SPCH 1144 (1st semester)
SPCH 1145 (2nd semester)
SPCH 2144 (3rd semester)
SPCH 2145 (4th semester)

SPCH 1146 (Parliamentary Procedure)

23.1001.61 26 Radio/Television Announcing **3:3:48**

Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended.

COMM 2331

23.1101.51 35 Technical and Business Writing **6:3:48**

Principles, techniques, and skills needed for college level scientific, technical, or business writing.

ENGL 1311 (Business English)
ENGL 1312 (Business Writing)
ENGL 2311 (single semester course)
ENGL 2314 (1st semester of 2-semester sequence)
ENGL 2315 (2nd semester of 2-semester sequence)

23.1101.52 25 Business Report Writing and Correspondence **6:3:48**

Theory and applications for technical reports and correspondence in business.

BUSI 1304 (freshman level)
BUSI 2304 (sophomore level)

24. Interdisciplinary

24.0103.51 35 Introduction to the Humanities **6:3:48**

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

HUMA 1301 (1st semester)
HUMA 1302 (2nd semester)

24.0103.52 30 Academic Cooperative in the Humanities/ Fine Arts **3:3:112**
An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, literatures, art, music, philosophy, or religion. This course should be given a discipline specific prefix (e.g., ENGL) and the Texas Common Course Number 2389.

ARTS 2389
COMM 2389
DANC 2389
DRAM 2389
ENGL 2389
FREN 2389
GERM 2389
MUSI 2389
PHIL 2389
SPAN 2389
SPCH 2389

26. Life Sciences

26.0101.51 24 General Biology **8:4:96**

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

BIOL 1106 (lab, 1st semester, for Biology majors)
BIOL 1107 (lab, 2nd semester, for Biology majors)
BIOL 1306 (lecture, 1st semester, for Biology majors)
BIOL 1307 (lecture, 2nd semester, for Biology majors)
BIOL 1406 (lecture + lab, 1st semester, for Biology majors)
BIOL 1407 (lecture + lab, 2nd semester, for Biology majors)
BIOL 1108 (lab, 1st semester)
BIOL 1109 (lab, 1st semester)
BIOL 1308 (lecture, 1st semester)
BIOL 1309 (lecture, 2nd semester)
BIOL 1408 (lecture + lab, 1st semester)
BIOL 1409 (lecture + lab, 2nd semester)

26.0101.52 24 Academic Cooperative in the Biological Sciences/ Life Sciences **3:3:112**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course should be given a discipline specific prefix (e.g., BIOL) and the TCCN 2389).

BIOL 2389

26.0301.51 24 General Botany **4:4:112**

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises.

BIOL 1111 (lab)
BIOL 1311 (lecture)
BIOL 1411 (lecture + lab)

26.0301.52 24 Systematic Botany **4:4:112**

Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys.

BIOL 1124 (lab)
BIOL 1324 (lecture)
BIOL 1424 (lecture + lab)

26.0501.51 24 Microbiology **4:4:112**

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.

BIOL 2120 (lab, nonmajors)
BIOL 2320 (lecture, nonmajors)
BIOL 2420 (lecture + lab, nonmajors)
BIOL 2121 (lab, for Biology/Microbiology majors)
BIOL 2321 (lecture, for Biology/Microbiology majors)
BIOL 2421 (lecture + lab, for Biology/Microbiology majors)

26.0613.51 24 Genetics **4:4:112**

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

BIOL 2116 (lab)
BIOL 2316 (lecture)
BIOL 2416 (lecture + lab)

26.0701.51 24 General Zoology **8:4:112**

Study of the principles of taxonomy, genetics, and ecology as they relate to animal form and function, diversity, behavior, and evolution.

BIOL 1113 (lab)
BIOL 1313 (lecture)
BIOL 1413 (lecture + lab)

26.0701.53 24 Vertebrate Zoology **4:4:112**

Structure, development, physiology, and natural history of the vertebrate animals with emphasis on comparative evolution.

BIOL 2428

26.0702.51 24 Biological Entomology **4:4:96**

Study of insects, including life cycle, morphology, physiology, ecology, taxonomy, population dynamics, genetics, and ecosystem relations. Includes instruction in the biological and chemical control of insects.

26.0706.51 24 Anatomy and Physiology **12:4:112**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

BIOL 2101 (lab, 1st semester)
BIOL 2102 (lab, 2nd semester)
BIOL 2301 (lecture, 1st semester)
BIOL 2302 (lecture, 2nd semester)
BIOL 2401 (lecture + lab, 1st semester)
BIOL 2402 (lecture + lab, 2nd semester)
BIOL 2304 (specialized, 1st semester)
BIOL 2305 (specialized, 2nd semester)
BIOL 2404 (specialized, single-semester course)

27. Mathematics

27.0101.51 37 College Mathematics **6:3:48**

Modern algebra and geometry. Topics may include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, and the introduction to probability and statistics.

MATH 1332 (Math for Liberal Arts, 1st semester)
MATH 1333 (Math for Liberal Arts, 2nd semester)
MATH 1335 (Math for Elementary School Teachers, 1st semester)
MATH 1336 (Math for Elementary School Teachers, 2nd semester)

27.0101.53 37 Plane Trigonometry **3:3:48**

Trigonometric functions, identities, equations, and applications.

MATH 1316

27.0101.54 37 College Algebra **4:4:64**

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MATH 1314

27.0101.55 37 Analytic Geometry **3:3:48**

Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; and parametric equations.

MATH 1348

27.0101.58 37 Precalculus Math **4:4:80**

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry.

MATH 2312 or 2412

27.0101.59 37 Calculus **12:5:96**

Functions, limits, continuity, differentiation, integration, applications, sequences and series, vector analysis, partial differentiation, and multiple integration. This course may include topics in analytic geometry.

MATH 2313, 2314, 2315, & 2316 (12-hour, 4-semester sequence)
MATH 2413, 2414, & 2415 (12-hour, 3-semester sequence)
MATH 2513 (1st semester, 5 SCH course)

(Note: a sequence may consist of two, three, or four courses; courses within a sequence may carry three, four, or five semester hours of credit; courses within the same sequence may carry different semester hour values, e.g. five SCH for Calculus I, four SCH for Calculus II, and three SCH for Calculus III.)

27.0101.61 37 Linear Algebra **4:4:64**

Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and eigenvalues and eigenvectors.

MATH 2318

27.0301.51 37 Differential Equations **4:4:64**

Solutions of ordinary differential equations and applications.

MATH 2320

27.0301.52 37 Mathematics for Business and Social Sciences **6:3:48**

Sets, probability, functions, inequalities, linear programming, and differential and integral calculus with applications.

MATH 1324 (Finite Mathematics)
MATH 1325 (Business Calculus)

27.0501.51 37 Statistics **4:4:96**

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software.

MATH 1342 or 1442
MATH 2305 or 2405 (Discrete Mathematics)

30. Multi/Interdisciplinary Studies

30.1201.51 22 Architectural History **3:3:48**

Study of the history of architecture from the ancient civilizations to the present. Emphasis on the relationship of culture, geography, climate, natural resources, and materials to the methods of construction.

ARCH 1301 (1st semester)
ARCH 1302 (2nd semester)

31. Recreation & Physical Fitness

31.0101.51 28 Concepts of Recreation **6:3:48**

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

KINE or PHED 1332 (Game Skills)
KINE or PHED 1333 (Rhythm Skills)
KINE or PHED 1336 (Intro to Recreation, 1st semester)
KINE or PHED 1337 (Intro to Recreation, 2nd semester)

31.0501.51 28 Concepts of Physical Fitness **2:2:48**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.

31.0501.52 28 Introduction to Physical Fitness and Sport **3:3:48**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

KINE or PHED 1164, 1238, or 1301
KINE or PHED 1331 (physical education for elementary education majors)

31.0506.51 28 Sports Studies **6:3:64**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

KINE or PHED 1321 (1st semester)
KINE or PHED 1322 (2nd semester)

32. Basic Skills

For a listing of Developmental Courses approved for state funding, please refer to pp. 67-68 of this manual.

36. Leisure & Recreational Activities

36.0108.51 28 Physical Activities **4:1:48**

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits).

36.0108.53 28 Advanced Aquatic Activities **2:2:64**

Participation and instruction in advanced aquatic activities. Prerequisite: demonstrated swimming skills.

KINE or PHED 1151 (1st semester, scuba)
KINE or PHED 1152 (2nd semester, scuba)
KINE or PHED 2155 or 2255 (Water Safety)

36.0114.51 30 Dance **8:2:64**

Instruction and participation in folk, social, tap, or other dance forms.

38. Philosophy & Religion

38.0101.51 35 Introduction to Philosophy **3:3:48**

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of philosophy.

PHIL 1301

38.0101.52 35 Introduction to Logic **3:3:48**

Nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning, and fallacies.

PHIL 2303

38.0101.53 35 Introduction to Ethics **3:3:48**

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

PHIL 2306

38.0101.54 35 Intro to Social and Political Philosophy **3:3:48**

Critical examination of the major theories concerning the organization of societies and government.

PHIL 2307

38.0101.55 35 History of Classical and Modern Philosophy **6:3:48**

Study of major philosophers and philosophical systems from ancient, through medieval, to modern times.

PHIL 2316 (1st semester)
PHIL 2317 (2nd semester)

38.0101.57 35 Analytical Reading and Critical Thinking **3:3:48**

Study and development of inferential and interpretive reading and thinking skills with emphasis on analysis, synthesis, and evaluative processes. Prerequisite: college-level reading skills.

ENGL 1313

38.0201.51 35 History of Religions **6:3:48**

An historical survey of major religions.

PHIL 1316 (1st semester)
PHIL 1317 (2nd semester)

38.0201.52 35 Introduction to World Religions **3:3:48**

A comparative study of various world religions.

PHIL 1304

38.0201.53 35 Philosophy of Religion **3:3:48**

A critical investigation of major religious ideas and experiences.

PHIL 2321

39. Theology

39.0101.51 99 New Testament Greek **6:3:48**

39.0101.52 99 Biblical Hebrew **6:3:48**

39.0201.51 99 Old Testament Survey **6:3:48**

39.0201.52 99 New Testament Survey **6:3:48**

40. Physical Sciences

40.0101.51 39 Physical Science **8:4:96**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory.

PHYS 1115 (lab, 1st semester)
PHYS 1315 (lecture, 1st semester)
PHYS 1415 (lecture + lab, 1st semester)
PHYS 1117 (lab, 2nd semester)
PHYS 1317 (lecture, 2nd semester)
PHYS 1417 (lecture + lab, 2nd semester)

40.0101.53 39 Academic Cooperative in the Physical Sciences **3:3:112**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. This course should be given a discipline specific prefix (astronomy, chemistry, geology, oceanography, or physics) and the TCCN 2389.

CHEM 2389
GEOL 2389
PHYS 2389

40.0201.51 39 Introductory Astronomy **8:4:96**

Study of the solar system, stars, and galaxies. May or may not include a laboratory.

PHYS 1111 (lab, 1st semester)
PHYS 1311 (lecture, 1st semester)
PHYS 1411 (lecture + lab, 1st semester)
PHYS 1112 (lab, 2nd semester)
PHYS 1312 (lecture, 2nd semester)
PHYS 1412 (lecture + lab, 2nd semester)

40.0501.51 39 Introductory Chemistry **8:4:112**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

CHEM 1105 (lab, 1st semester)
CHEM 1107 (lab, 2nd semester)
CHEM 1305 (lecture, 1st semester)
CHEM 1307 (lecture, 2nd semester)
CHEM 1405 (lecture + lab, 1st semester)
CHEM 1407 (lecture + lab, 2nd semester)
CHEM 1406 (1st semester, lecture + lab, allied health emphasis)
CHEM 1408 (2nd semester, lecture + lab, allied health emphasis)

40.0501.52 39 General Chemistry **8:4:112**

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences.

CHEM 1111 (lab, 1st semester)
CHEM 1311 (lecture, 1st semester)
CHEM 1411 (lecture + lab, 1st semester)
CHEM 1112 (lab, 2nd semester)
CHEM 1312 (lecture, 2nd semester)
CHEM 1412 (lecture + lab, 2nd semester)
CHEM 1413 (1st semester, lecture + lab, allied health emphasis)
CHEM 1414 (2nd semester, lecture + lab, allied health emphasis)

40.0502.51 39 Analytical Chemistry **8:4:128**

Principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and containing a brief introduction to physical methods.

CHEM 2101 (lab, 1st semester)
CHEM 2301 (lecture, 1st semester)
CHEM 2401 (lecture + lab, 1st semester)
CHEM 2102 (lab, 2nd semester)
CHEM 2302 (lecture, 2nd semester)
CHEM 2402 (lecture + lab, 2nd semester)

40.0502.52 39 Chemical Calculations **2:2:48**

Study of the mathematical applications used in chemistry. Designed for science and

engineering students.

CHEM 1106 or 1207

40.0504.51 39 Introductory Organic Chemistry **8:4:112**

Survey course introducing organic chemistry. Not designed for students in science or pre-professional programs.

CHEM 1419 (1st semester)
CHEM 1420 (2nd semester)

40.0504.52 39 Organic Chemistry **10:5:128**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.

CHEM 2123 or 2223 (lab, 1st semester)
CHEM 2323 (lecture, 1st semester)
CHEM 2423 (lecture + lab, 1st semester)
CHEM 2125 or 2225 (lab, 2nd semester)
CHEM 2325 (lecture, 2nd semester)
CHEM 2425 (lecture + lab, 2nd semester)

40.0601.51 39 General Geology **8:4:112**

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life.

GEOL 1103 (lab, physical)
GEOL 1303 (lecture, physical)
GEOL 1403 (lecture + lab, physical)
GEOL 1104 (lab, historical)
GEOL 1304 (lecture, historical)
GEOL 1404 (lecture + lab, historical)

40.0601.52 39 Mineralogy and Petrography **8:4:96**

Study of mineral crystallography, chemistry, classification, identification, and occurrence. Includes the genesis, classification, and identification of igneous, sedimentary, and metamorphic rocks. Prerequisite: three hours of Chemistry.

GEOL 2309 or 2409.

GEOL 2310 (elementary geophysics)

40.0601.53 39 Optical Mineralogy **4:4:96**

Principles and methods of optical crystallography and optical properties of minerals.

GEOL 2405

40.0601.55 39 Geological Field Methods **4:4:96**

Collection of field data, interpretation and construction of geologic and topographic maps, and examination of petrologic systems in a field setting.

GEOL 2307 or 2407

40.0703.51 39 Earth Science **8:4:96**

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences.

GEOL 1301 or 1401 (Earth sciences, 1st semester)
GEOL 1302 or 1402 (Earth sciences, 2nd semester)
GEOL 1345 or 1445 (oceanography)
GEOL 1346 or 1446 (astronomy)

40.0801.51 39 Elementary Physics **8:4:96**

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. May or may not include a laboratory.

PHYS 1105 (lab, 1st semester)
PHYS 1305 (lecture, 1st semester)
PHYS 1405 (lecture + lab, 1st semester)
PHYS 1107 (lab, 2nd semester)
PHYS 1307 (lecture, 2nd semester)
PHYS 1407 (lecture + lab, 2nd semester)
PHYS 1310 or 1410 (single-semester course)

40.0801.53 39 College Physics **8:4:112**

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics.

PHYS 1101 (lab, 1st semester)
PHYS 1301 (lecture, 1st semester)
PHYS 1401 (lecture + lab, 1st semester)
PHYS 1102 (lab, 2nd semester)

PHYS 1302 (lecture, 2nd semester)
PHYS 1402 (lecture + lab, 2nd semester)

40.0801.54 39 University Physics **12:4:112**

Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics.

PHYS 2125 (lab, 1st semester)
PHYS 2126 (lab, 2nd semester)
PHYS 2325 (lecture, 1st semester)
PHYS 2326 (lecture, 2nd semester)
PHYS 2425 (lecture + lab, 1st semester)
PHYS 2426 (lecture + lab, 2nd semester)
PHYS 2427 (3rd semester course)

42. Psychology

42.0101.51 40 General Psychology **3:3:48**

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

PSYC 2301

42.0101.52 40 Statistical Methods in Psychology **3:3:48**

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

PSYC 2317

42.0101.52 40 Applied Psychology **3:3:48**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

PSYC 2302 (applied psychology)
PSYC 2303 (business psychology)

42.0101.53 42 Human Sexuality **3:3:48**

Study of the psychological, sociological, and physiological aspects of human sexuality.

PSYC or SOCI 2306

42.0101.55 40 Current Issues in Psychology **3:3:48**

In-depth study of specific contemporary issues in psychology such as gerontology, sex roles, and death and dying.

PSYC 2340

42.0101.56 40 Psychology of Adjustment **3:3:48**

Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2315

42.0101.57 40 Psychology of Personality **3:3:48**

Study of various approaches to determinants, development, and assessment of personality.

PSYC 2316

42.0701.51 40 Child and Lifespan Development **6:3:48**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan.

PSYC 2307 & 2313 (adolescent)
PSYC 2308, 2309, & 2310 (child)
PSYC 2311 (adult development)
PSYC 2312 (human development)
PSYC 2314 (lifespan growth & development)

42.1601.51 42 Social Psychology **3:3:48**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYC 2319 or SOCI 2326
PSYC 2318 (juvenile delinquency)

42.9999.52 40 Statistical Methods in Psychology **(Moved to 42.0101.52 40)**

43. Protective Services

43.0104.51 42 Introduction to Criminal Justice **3:3:48**

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1301

44. Public Affairs

44.0701.51 42 Introduction to Social Work **3:3:48**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2361

44.0701.52 42 Social Welfare as a Social Institution **3:3:48**

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

SOCW 2362

45. Social Sciences

45.0101.51 42 Academic Cooperative in Social Sciences **3:3:112**

An instructional program designed to integrate on-campus study with practical hands-on experience in the social sciences and/or history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. This course should be given a discipline specific prefix (anthropology, economics, government, history, psychology, or sociology) and the TCCN 2389.

ANTH 2389
ECON 2389
GEOG 2389
GOVT 2389

HIST 2389
PSYC 2389
SOCI 2389

45.0201.51 42 General Anthropology **3:3:48**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2346
HUMA 2323 (world cultures)

45.0201.53 42 Cultural Anthropology **3:3:48**

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

ANTH 2351

45.0301.51 42 Physical Anthropology/Archeology **3:3:48**

Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures.

ANTH 2301 (physical anthropology)
ANTH 2302 (introduction to archeology)

45.0401.51 42 Criminology **3:3:48**

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

SOCI 2336
SOCI 2339 (juvenile delinquency)

45.0401.52 42 Crime in America **3:3:48**

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1307

45.0601.51 42 Principles of Economics **6:3:48**

History, development, and application of macroeconomic and microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems.

ECON 2301 (macroeconomics)
ECON 2302 (microeconomics)

45.0701.51 42 Principles of Geography **6:3:48**

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography.

GEOG 1300 (single course, physical plus cultural)
GEOG 1301 (physical)
GEOG 1302 (cultural)

45.0701.52 42 Economic Geography **3:3:48**

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing.
ECON 2311 or GEOG 2312

45.0701.53 42 World Regional Geography **3:3:48**

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

GEOG 1303

45.0801.53 42 World Civilizations **6:3:48**

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures in the first course. Second course includes the modern history and culture of Asia, Africa, Europe, and the Americas.

HIST 2321 (1st semester)

HIST 2322 (2nd semester)
HIST 2323 (Eastern civilizations)

45.0801.54 42 Western Civilization **6:3:48**

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the present.

HIST 2311 (1st semester)
HIST 2312 (2nd semester)
HIST 2313 (England, 1st semester)
HIST 2314 (England, 2nd semester)

45.0801.56 42 Advanced Historical Analysis **3:3:48**

In-depth study of selected minority, local, regional, national, or international topics. Prerequisite: 6 hours of history.

45.0802.51 42 United States History **6:3:48**

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to the present.

HIST 1301 (1st semester)
HIST 1302 (2nd semester)

45.0802.52 42 Texas History **6:3:48**

Survey of Texas from the Spanish exploration to the present.

HIST 2301 (single semester course)
HIST 2302 (1st semester of 2-semester sequence)
HIST 2303 (2nd semester of 2-semester sequence)

45.1001.52 42 Introduction to Political Science **3:3:48**

Introductory survey of the discipline of political science focusing on the history, scope, and methods of the field, and the substantive topics in the discipline.

GOVT 2304

45.1002.51 42 American Government **6:3:48**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political

theory, the American and Texas constitutions, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

GOVT 2301 (1st semester, federal & Texas constitutions)
GOVT 2302 (2nd semester, federal & Texas topics)
GOVT 2305 (1st semester, federal constitution & topics)
GOVT 2306 (2nd semester, Texas constitution & topics)

(Note: Because Texas Education Code; Subchapter F, Section 51.301 does not specify how the required course content should be distributed over the required six SCH, two prevailing instructional patterns, represented by the TCCNS course sequences GOVT 2301 and 2302 or GOVT 2305 and 2306, have evolved among institutions. Because combination of a course from one sequence with a course from the other sequence may not successfully fulfill the content requirement of Section 51.301, students are urged to complete all six SCH within a single institution. Inevitably, however, students will seek to combine courses from the two sequences. The following alternative combinations will fulfill the content requirement of Section 51.301: GOVT 2301 and 2305; GOVT 2301 and 2306.)

45.1101.51 42 Introductory Sociology **3:3:48**

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

SOCI 1301

45.1101.52 42 Social Problems **3:3:48**

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

SOCI 1306

45.1101.53 42 Minority Studies **6:3:48**

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

SOCI 2319 and/or 2320
HIST 2380 (Mexican-American History)
HIST 2381 (African-American History)
HUMA 2319 (American Minorities)

45.1101.54 42 Marriage and the Family **3:3:48**

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

SOCI 2301

45.1101.57 42 Current Issues in Sociology **3:3:48**

In-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles.

48. Precision Production

48.0101.51 29 Engineering Graphics **6:3:96**

Introduction to spatial relationships, multi view projection and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

ENGR 1204 or 1304 (1st semester, Introductory Drawing)
ENGR 1205 or 1305 (2nd semester, Descriptive Geometry)

48.0102.51 22 Architectural Freehand Drawing **8:4:96**

Representational drawing using various media. Emphasis on principles of light, shade, scale, proportion, line, and tonal quality.

ARCH 2201 (1st of 3-semester sequence)
ARCH 2202 (2nd of 3-semester sequence)
ARCH 2203 (3rd of 3-semester sequence)
ARCH 2301 (1st of 2-semester sequence)
ARCH 2302 (2nd of 2-semester sequence)

48.0102.52 22 Architectural Computer Graphics **6:3:96**

Introduction to computer graphics systems with emphasis on architectural applications.

ARCH 1315

48.0102.53 22 Architectural Graphics **8:4:96**

Architectural drafting techniques including orthographic and axonometric studies. Principals of shades and shadows, and perspective drawing.

50. Visual & Performing Arts

50.0101.51 30 Fine Arts Appreciation **3:3:48**

Understanding purposes and processes in the visual and musical arts including evaluation of selected works.

HUMA 1315

50.0301.52 30 Dancing, Performing Arts **18:3:96**

Instruction and participation in ballet, jazz, or modern dance technique.

DANC 2301 (Problems in Dance)
DANC 2325 (Anatomy & Kinesiology)

Ballet
DANC 1141, 1241, or 1341 (1st semester)
DANC 1142, 1242, or 1342 (2nd semester)
DANC 2141, 2241, or 2341 (3rd semester)
DANC 2142, 2242, or 2342 (4th semester)

Modern Dance
DANC 1145, 1245, or 1345 (1st semester)
DANC 1146, 1246, or 1346 (2nd semester)
DANC 2145. 2245, or 2345 (3rd semester)
DANC 2146, 2246, or 2346 (4th semester)

Jazz Dance
DANC 1147, 1247, or 1347 (1st semester)
DANC 1148, 1248, or 1348 (2nd semester)
DANC 2147, 2247, or 2347 (3rd semester)
DANC 2148, 2248, or 2348 (4th semester)

Dance Performance
DANC 1151, 1251, or 1351 (1st semester)
DANC 1152, 1252, or 1352 (2nd semester)
DANC 2151, 2251, or 2351 (3rd semester)
DANC 2152, 2252, or 2352 (4th semester)

Spanish Ballet
DANC 1153, 1253,or 1353 (1st semester)
DANC 1154, 1254, or 1354 (2nd semester)
DANC 2153, 2253, or 2353 (3rd semester)

DANC 2154, 2254, or 2354 (4th semester)

50.0301.53 30 Dance Practicum **8:2:96**

A practicum in dance as a performing art.

DANC 1112 or 1212 (1st semester)
DANC 1113 or 1213 (2nd semester)
DANC 2112 or 2212 (3rd semester)
DANC 2113 or 2213 (4th semester)
DANC 2210 (Repertory, 1st semester)
DANC 2211 (Repertory, 2nd semester)

50.0301.54 30 Dance Appreciation **6:3:48**

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2303 (single semester course or 1st of 2-semester sequence)
DANC 2304 (2nd of 2-semester sequence)

50.0301.55 30 Dance Composition **3:3:48**

Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structural forms.

DANC 1201 or 1301 (single semester course)
DANC 1101 (1st of 3-semester sequence)
DANC 1102 (2nd of 3-semester sequence)
DANC 1103 (3rd of 3-semester sequence)

50.0401.51 30 Design Communications **6:3:96**

Communication of ideas through processes and techniques of graphic design and illustration.

ARTS 2313 (1st semester)
ARTS 2314 (2nd semester)
ARTS 2351 (Advertising Art, 1st semester)
ARTS 2352 (Advertising Art, 2nd semester)

50.0401.53 30 Design **9:3:96**

Elements and principles of art using two- and three-dimensional concepts.

ARTS 1311 (2-dimensional)
ARTS 1312 (3-dimensional)

ARTS 2311 (3rd semester design: may be 2-D, 3-D, color, or combinations thereof)

50.0408.51 30 Interior Design **6:3:96**

Studio course in interior design. Includes instruction in professional techniques of designing the interiors of homes, offices, and industrial buildings.

ARTS 1320 (1st semester)
ARTS 1321 (2nd semester)

50.0501.51 30 Introduction to Theater **3:3:96**

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required.

DRAM 1310

50.0501.52 30 Theater Practicum **6:3:96**

Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

DRAM 1120 or 1220 (1st semester of 4-semester sequence)
DRAM 1121 or 1221 (2nd semester of 4-semester sequence)
DRAM 2120 (3rd semester of 4-semester sequence)
DRAM 2121 (4th semester of 4-semester sequence)
DRAM 1220 (1st semester of 3-semester sequence)
DRAM 1221 (2nd semester of 3-semester sequence)
DRAM 2220 (3rd semester of 3-semester sequence)
DRAM 1320 (1st semester of 2-semester sequence)
DRAM 1321 (2nd semester of 2-semester sequence)
DRAM 1322 (Stage Movement)
DRAM 1323 (Basic Theater Practice)

50.0502.51 30 Stagecraft **6:3:96**

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

DRAM 1330 (1st semester)
DRAM 2331 (2nd semester)

50.0502.52 30 Makeup **3:3:96**

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1141, 1241, or 1341

50.0502.53 30 Introduction to Costume **3:3:96**

Principles and techniques of costume design and construction for theatrical productions.

50.0503.51 30 Acting **9:3:96**

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 1351 (1st semester)
DRAM 1352 (2nd semester)
DRAM 2351 (3rd semester)

50.0503.52 30 Voice for the Theater **4:3:48**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2336 (single semester course)
DRAM 2337 (1st course of 2-semester sequence)
DRAM 2338 (2nd course of 2-semester sequence)

50.0505.51 30 History of the Theater **6:3:48**

Development of theater art from the earliest times through the 20th century.

DRAM 2361 (1st semester)
DRAM 2362 (2nd semester)
DRAM 2363 (History of Musical Theater)

50.0602.51 30 Development of the Motion Picture **8:4:96**

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

DRAM 2366 (single semester course or 1st course of 2-semester sequence)
DRAM 2367 (2nd course of 2-semester sequence)

50.0605.51 30 Photography I **3:3:96**

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

ARTS 2356 (fine arts emphasis, 1st semester)
COMM 1318 (journalism emphasis, 1st semester)

50.0605.52 30 Photography II **3:3:96**

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: Photography I or its equivalent.

ARTS 2357 (fine arts emphasis, 2nd semester)
COMM 1319 (journalism emphasis, 2nd semester)

50.0701.51 30 Foundations of Art **4:4:96**

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgement and growth.

ARTS 1313 or 1413

50.0703.51 30 Art Appreciation **3:3:48**

Exploration of purposes and processes in the visual arts including evaluation of selected works.

ARTS 1301

50.0703.52 30 Art History **6:3:48**

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

ARTS 1303 (1st semester)
ARTS 1304 (2nd semester)

50.0703.53 30 Studies in Contemporary Art **4:3:80**

In-depth study of current concerns and practices in the visual arts.

50.0705.52 30 Drawing **6:3:96**

Investigation of drawing media and techniques including descriptive and expressive possibilities.

ARTS 1316 (1st semester drawing)
ARTS 1317 (2nd semester drawing)

50.0705.53 30 Life Drawing **6:3:144**

Basic study of the human form.

ARTS 2323 (3rd semester drawing)
ARTS 2324 (4th semester drawing)

50.0708.51 30 Drawing and Painting **3:3:96**

Drawing and painting for non-art majors.

ARTS 1325

50.0708.52 30 Painting **6:3:96**

Exploration of ideas using painting media and techniques.

ARTS 2316 (1st semester)
ARTS 2317 (2nd semester)

50.0708.53 30 Watercolor **6:3:96**

Exploration of ideas using water-based painting media and techniques.

ARTS 2366 (1st semester)
ARTS 2367 (2nd semester)

50.0709.51 30 Sculpture **6:3:96**

Exploration of ideas using sculpture media and techniques.

ARTS 2326 (1st semester)
ARTS 2327 (2nd semester)

50.0710.51 30 Printmaking **6:3:96**

Exploration of ideas using various printmaking processes.

ARTS 2331 (graphic design, 1st semester)
ARTS 2332 (graphic design, 2nd semester)
ARTS 2333 (printmaking, 1st semester)
ARTS 2334 (printmaking, 2nd semester)

50.0711.51 30 Ceramics **6:3:96**

Exploration of ideas using basic ceramic processes.

50.0712.51 30 Fiber Arts **6:3:96**

Structure and design of woven and non-woven fiber forms.

50.0713.51 30 Art Metals **6:3:96**

Exploration of ideas using basic techniques in jewelry and metal construction.

50.0902.51 30 Music Appreciation **3:3:48**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

MUSI 1306

50.0902.52 30 Music Literature **6:3:80**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1208 or 1308 (1st semester)
MUSI 1209 or 1309 (2nd semester)

50.0902.53 30 American Music **3:3:48**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUSI 1310

50.0903.51 30 Instrument Class **4:1:48**

Class instruction in the fundamental techniques of playing and teaching brass, percussion, woodwind, or stringed instruments.

MUSI 1168 (brass, 1st semester)
MUSI 2168 (brass, 2nd semester)
MUSI 1192 (guitar, 1st semester)
MUSI 1193 (guitar, 2nd semester)
MUSI 2192 (guitar, 3rd semester)
MUSI 2193 (guitar, 4th semester)
MUSI 1188 (percussion, 1st semester)
MUSI 2188 (percussion, 2nd semester)
MUSI 1189 (strings, 1st semester)
MUSI 2189 (strings, 2nd semester)
MUSI 1166 (woodwind, 1st semester)
MUSI 1167 (woodwind, 2nd semester)
MUSI 2166 (woodwind, 3rd semester)
MUSI 2167 (woodwind, 4th semester)

50.0903.54 30 Individual Instruction **20:3:32**

Individual instruction in voice or brass, percussion, woodwind, stringed, or keyboard instruments.

50.0903.55 30 Major (Large) Instrumental Ensembles **8:2:96**

Concert band, marching band, campus band, laboratory band (jazz/stage), symphony or orchestral group.

MUSI 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1227, 1229, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2222, 2227, or 2229

50.0903.56 30 Chamber (Small) Instrumental Ensembles **8:2:64**

Smaller instrumental ensembles: wind, string, percussion, piano, or laboratory (jazz, rock, fusion, or contemporary).

MUSI 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1139, 1237, 1238, 1239, 1240, 2131, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2237, or 2239

50.0903.57 30 Major (Large) Vocal Ensembles **8:2:96**

Any major choral group, campus choir, chorus, or swing choir.

MUSI 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1241, 1242, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2241, or 2242

50.0903.58 30 Chamber (Small) Vocal Ensembles **8:2:64**

Vocal ensemble, glee club, madrigals, or small swing choir.

MUSI 1151, 1152, 1153, 1154, 1155, 1156, 1251, 1252, 1254, 2151, 2152, 2153, 2154, 2155, 2156, 2253, or 2254

50.0903.61 30 Musical Theater **2:1:80**

Study and performance of works from the musical theater repertoire.

DRAM 1161 or MUSI 1159 (1st semester)
DRAM 1162 or MUSI 2159 (2nd semester)

50.0903.65 30 Improvisation **4:2:48**

Materials and practices for improvisation or extemporaneous playing.

MUSI 1163 or 1263 (1st semester)
MUSI 1164 or 1264 (2nd semester)
MUSI 2163 (3rd semester)
MUSI 2164 (4th semester)

50.0904.51 30 Elementary Harmony, Part Writing, and Keyboard **6:3:96**

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

MUSI 1211 or 1311 (1st semester theory)
MUSI 1212 or 1312 (2nd semester theory)
MUSI 1114 (1st semester keyboard)
MUSI 1115 (2nd semester keyboard)

50.0904.52 30 Advanced Harmony, Part Writing, and Keyboard **6:3:96**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

MUSI 2211 or 2311 (3rd semester theory)
MUSI 2212 or 2312 (4th semester theory)
MUSI 2114 (3rd semester keyboard)
MUSI 2115 (4th semester keyboard)

50.0904.53 30 Composition **6:3:48**

Individual or class instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice.

MUSI 1386 (1st semester of 2-semester sequence)
MUSI 2386 (2nd semester of 2-semester sequence)
MUSI 1286 (1st semester of 3-semester sequence)
MUSI 1287 (2nd semester of 3-semester sequence)
MUSI 2286 (3rd semester of 3-semester sequence)
MUSI 1186 (1st semester of 4-semester sequence)
MUSI 1187 (2nd semester of 4-semester sequence)
MUSI 2186 (3rd semester of 4-semester sequence)
MUSI 2187 (4th semester of 4-semester sequence)

50.0904.54 30 Foundations of Music **3:3:80**

Study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music.

MUSI 1300 or 1304
MUSI 1104 (teaching music in the elementary school)

50.0904.55 30 Music Fundamentals **6:3:48**

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.

MUSI 1101 or 1301 (1st semester, keyboard-based)
MUSI 1102 or 1302 (2nd semester, keyboard-based)
MUSI 1303 (1-semester course, guitar-based)

50.0904.56 30 Elementary Sight Singing and Ear Training **6:3:96**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.

MUSI 1116, 1216, or 1216 (1st semester)
MUSI 1117, 1217, or 1217 (2nd semester)

50.0904.57 30 Advanced Sight Singing and Ear Training **6:3:96**

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2116 or 2216 (3rd semester)

MUSI 2118 or 2217 (4th semester)

50.0904.58 30 Electronic Music **6:3:48**

Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. Prerequisite should be either the completion of a Music Fundamentals, Music Theory, Private Piano, or Class Piano Course.

50.0907.51 30 Piano Class **4:1:48**

Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1181 (1st semester)
MUSI 1182 (2nd semester)
MUSI 2181 (3rd semester)
MUSI 2182 (4th semester)

50.0908.51 30 Voice Class **4:1:48**

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

MUSI 1183 (1st semester)
MUSI 1184 (2nd semester)
MUSI 2183 (3rd semester)
MUSI 2184 (4th semester)

50.0908.52 30 Opera Workshop **4:2:48**

Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.

MUSI 1157 (1st semester)
MUSI 1158 (2nd semester)
MUSI 2157 (3rd semester)
MUSI 2158 (4th semester)
MUSI 1258 (single-semester course)

50.0908.53 30 English, French, German, or Italian Diction **4:2:32**

Study of phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

MUSI 1160 (Italian)
MUSI 1161 (English)
MUSI 2160 (German)
MUSI 2161 (French)
MUSI 1162 or 1262 (1st of 2-semester sequence, multiple languages)
MUSI 1165 or 2262 (2nd of 2-semester sequence, multiple languages)

51. Health Sciences

51.0205.51 32 Beginning American Sign Language **10:5:112**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

51.0205.52 32 Intermediate American Sign Language **6:3:80**
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.

Note: According to the Texas Education Code, section 51.303(c), "American Sign Language is recognized as a language, and any state institute of higher education may offer an elective course in American Sign Language. A student is entitled to count credit received for a course in American Sign Language toward satisfaction of a foreign language requirement of the institution of higher education where it is offered."

51.0301.51 28 Personal/Community Health **6:3:48**

Investigation of the principles and practices in relation to personal and community health.

KINE or PHED 1304 (1st semester)
KINE or PHED 1305 (2nd semester)

51.0301.52 28 Drug Use and Abuse **3:3:48**

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

KINE or PHED 1346 or SOCI 2340
KINE or PHED 1165

51.0301.53 28 First Aid **3:3:48**

Instruction in and practice of first aid techniques.

KINE or PHED 1166, 1206, or 1306

52. Business, Management, and Administrative Support

52.0101.51 25 Business Principles **3:3:48**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1301

52.0301.51 25 Principles of Accounting **8:4:96**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

ACCT 2301 or 2401 (financial)
ACCT 2302 or 2402 (managerial)

52.0408.55 25 Information Processing **6:3:64**

The understanding of word processing concepts and development of proficient skills on automated word processing equipment.

OFAD 2304 (1st semester)
OFAD 2305 (2nd semester)

52.1202.51 27 Programming Methodology **3:3:80**

Course designed to teach software theory and structured programming methods used to solve business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation.

BCIS 1310 BASIC Programming
BCIS 1311 FORTRAN Programming
BCIS 1312 PACSAL Programming

52.1202.52 27 Information Systems Programming **12:4:96**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

BCIS 1301 Microcomputer Applications (same as COSC 1301)
BCIS 1401 Microcomputer Applications (same as COSC 1401)
BCIS 1316 Computer Programming (BASIC)
BCIS 1331 Programming in BASIC
BCIS 1332 COBOL Programming
BCIS 1416 Computer Programming (BASIC)
BCIS 1431 Programming in BASIC
BCIS 1432 COBOL Programming
BCIS 1320 Introductory C Programming (same as COSC 1320)
BCIS 1420 Introductory C Programming (same as COSC 1420)

52.1202.53 27 Advanced Information Systems Programming **8:4:96**

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course.

BCIS 2316 Advanced Structure Programming Techniques BASIC
BCIS 2331 Advanced Programming BASIC
BCIS 2332 Advanced Programming COBOL
BCIS 2416 Advanced Structure Programming Techniques BASIC
BCIS 2431 Advanced Programming BASIC
BCIS 2432 Advanced Programming COBOL
BCIS 2320 Advanced C Programming (same as COSC 2320)
BCIS 2420 Advanced C Programming (same as COSC 2420)

52.1203.51 27 Business and Network Systems Analysis & Design **3:3:80**

Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces.

BCIS 2390 Systems Analysis & Design

52.1501.51 25 Principles of Real Estate **3:3:48**

The study of basic principles of land economics, the mortgage money market, real estate terminology, instruments, relationships, promotion, regulations, and planning.

REAL 1301

List of Developmental Courses

These courses are developmental in nature. They may be offered for state reimbursement but do not result in degree or transferable credit.

32.0101.52 35 Study Skills **9:3:96**

Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources. Includes courses in college orientation and developments of students' academic skills which apply to all disciplines.

32.0102.51 35 Basic Thinking and Reasoning **3:3:48**

Strategies that improve the ability to organize, develop, and understand arguments; classify; sequence; follow directions; and make logical inferences and conclusions.

32.0104.51 37 Developmental Mathematics **9:3:96**

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

32.0104.52 37 Intermediate Algebra **3:3:64**

A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and matrices, and sequences and series.

32.0106.51 39 Developmental Science **6:3:96**

Development of basic principles and techniques in preparation for physical science courses such as physics, chemistry, geology, astronomy, and meteorology.

32.0108.51 35 Developmental Communication **9:3:96**

Development of listening, speaking, and other comprehension skills which form the basis for effective communication.

32.0108.52 35 Developmental Reading **9:3:96**

Fundamental reading skills to develop comprehension, vocabulary, and rate.

32.0108.53 35 Developmental Writing **9:3:96**

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

32.0108.54 35 Developmental Composition for Non-Native Speakers 6:3:96

Principles and techniques of composition and reading. Open only to non-native speakers.

32.0108.55 35 Developmental ESOL Oral Communication 9:3:96

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in an English-speaking society.

32.0108.56 35 Developmental ESOL Reading and Vocabulary 9:3:96

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society.

32.0108.57 35 Developmental ESOL Writing and Grammar 9:3:96

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English-speaking society.

List of New Courses and Course Changes

The following courses and/or approval numbers are either new or changed from the 1992 edition of the ACGM. For each entry, a note is added to explain what is new or what has been changed.

11.0101.51 27 Computer Literacy **6:3:64**
(new courses under approval number)

Effect of computers on society, the history and use of computers, computer applications in various segments of society, programming concepts, and hardware and software terminology. This course may not be applied towards a computer science major or minor.

COSC 1300 Introduction to Computing
COSC 1400 Introduction to Computing

11.0101.52 27 Introduction to Computer and Information Sciences **6:4:96**
(new courses under approval number)

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

COSC 1301 Microcomputer Applications (may be offered as BCIS 1301)
COSC 1401 Microcomputer Applications (may be offered as BCIS 1401)

11.0201.51 27 Programming Methodology **3:3:80**
(fewer courses approved under this approval number; others moved to 52.1202.51 27)

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

COSC 1309 (Logic Design)

11.0201.52 27 Computer Science Programming **12:4:96**
(new courses; others moved to 52.1202.52 27)

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1315 or 1415 (Fundamentals of Programming)
COSC 1430 (variable topic programming language course)

Assembly Language
COSC 1319 or 1419, 1334 or 1434, 2325 or 2425

"C" Language
COSC 1320 or 1420 (may be offered as BCIS 1320 or 1420)

FORTRAN
COSC 1317 or 1417
ENGR 2304 (FORTRAN for engineers)

PASCAL
COSC 1318 or 1418, 1335 or 1434

PL/I
COSC 1333 or 1433

11.0201.53 27 Advanced Computer Science Programming **8:4:96**
(new courses; others moved to 52.1202.53 27)

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

COSC 2315 or 2415 (data structures)
COSC 2330 or 2430 (structured languages)

Assembly Language
COSC 2319 or 2419, 2334 or 2434

"C" Language
COSC 2320 or 2420 (may be offered as BCIS 2320 or 2340)

FORTRAN
COSC 2317 or 2417

PASCAL
COSC 2318 or 2418, 2335 or 2435

PL/I
COSC 2333 or 2433

11.0201.54 27 Computer Organization and Machine Language **8:4:96**

(new courses)

Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation; and addressing techniques.

COSC 2325 or 2425

13.0101.51 28 Introduction to Education **3:3:48**
(Formerly Orientation to Education; increase in SCH and contact hours)

Introduction to different teacher programs, teaching fields, and employment conditions. Includes information concerning the Pre-Professional Skills Test (PPST).

24.0103.51 35 Introduction to the Humanities **6:3:4**
(new funding code; last two digits used to be 42)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

HUMA 1301 (1st semester)
HUMA 1302 (2nd semester)

24.0103.52 30 Academic Cooperative in the Humanities/ Fine Arts **3:3:112**
(new courses under new approval number)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, literatures, art, music, philosophy, or religion. This course should be given a discipline specific prefix and the TCCN 2389.

ARTS 2389
COMM 2389
DANC 2389
DRAM 2389
ENGL 2389
FREN 2389
GERM 2389
MUSI 2389
PHIL 2389
SPAN 2389
SPCH 2389

26.0101.52 24 Academic Cooperative in the Biological Sciences/ **3:3:112**

Life Sciences
(new courses under new approval number)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course should be given a discipline specific prefix (biology, biochemistry, botany, microbiology, anatomy and physiology, marine biology, zoology, or entomology) and the TCCN 2389.

BIOL 2389

27.0101.54 37 College Algebra **4:4:64**
(increased number of SCH and contact hours)

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MATH 1314

27.0101.61 37 Linear Algebra **4:4:64**
(increased number of SCH and contact hours)

Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and eigenvalues and eigenvectors.

MATH 2318

27.0301.51 37 Differential Equations **4:4:64**
(increased number of SCH and contact hours)

Solutions of ordinary differential equations and applications.

MATH 2320

32.0102.51 35 Basic Thinking and Reasoning **3:3:48**
(new approval number)

Strategies that improve the ability to organize, develop, and understand arguments; classify; sequence; follow directions; and make logical inferences and conclusions.

32.0106.51 39 Developmental Science **6:3:96**
(new approval number)

Development of basic principles and techniques in preparation for physical science

courses such as physics, chemistry, geology, astronomy, and meteorology.

40.0101.53 39 Academic Cooperative in the Physical Sciences **3:3:112**
(new courses and new approval number)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. This course should be given a discipline specific prefix (astronomy, chemistry, geology, oceanography, or physics) and the TCCN 2389.

CHEM 2389
GEOL 2389
PHYS 2389

42.0101.53 42 Human Sexuality **3:3:48**
(new approval number)

Study of the psychological, sociological, and physiological aspects of human sexuality.

PSYC or SOCI 2306

42.1601.51 42 Social Psychology **3:3:48**
(new approval number)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYC 2319 or SOCI 2326
PSYC 2318 (juvenile delinquency)

42.0101.52 40 Statistical Methods in Psychology **3:3:48**
(new approval number)

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

PSYC 2317

45.0101.51 42 Academic Cooperative in Social Sciences **3:3:112**
(new courses and new approval number)

An instructional program designed to integrate on-campus study with practical hands-on

experience in the social sciences and/or history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. This course should be given a discipline specific prefix (anthropology, economics, geography, government, history, psychology, or sociology) and the TCCN 2389.

ANTH 2389
ECON 2389
GEOG 2389
GOVT 2389
HIST 2389
PSYC 2389
SOCI 2389

50.0602.51 30 Development of the Motion Picture **8:4:96**
(increased number of contact hours)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

DRAM 2366 (single semester course or 1st course of 2-semester sequence)
DRAM 2367 (2nd course of 2-semester sequence)

50.0904.58 30 Electronic Music **6:3:48**
(new courses and new approval number)

Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. Prerequisite should be either the completion of a Music Fundamentals, Music Theory, Private Piano, or Class Piano Course.

51.0205.51 32 Beginning American Sign Language **10:5:112**
(new courses and new approval number)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

51.0205.52 32 Intermediate American Sign Language
(new courses and new approval number) **6:3:80**
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.

Note: According to the Texas Education Code, Section 51.303(c), "American Sign Language is recognized as a language, and any state institute of higher education may offer an elective course in American Sign Language. A student is entitled to count credit received for a course in American Sign Language toward satisfaction of a foreign language requirement of the institution of higher education where it is offered."

52.1202.51 27 Programming Methodology
(new courses and new approval number) **3:3:80**

Course designed to teach software theory and structured programming methods used to solve business data-problems. Includes discussion of business applications, testing, documentation, input specification, and report generation.

BCIS 1310 BASIC Programming
BCIS 1311 FORTRAN Programming
BCIS 1312 PACSAL Programming

52.1202.52 27 Information Systems Programming **12:4:96**
(new courses and new approval number)

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

BCIS 1301 Microcomputer Applications (same as COSC 1301)
BCIS 1401 Microcomputer Applications (same as COSC 1401)
BCIS 1316 Computer Programming (BASIC)
BCIS 1331 Programming in BASIC
BCIS 1332 COBOL Programming
BCIS 1416 Computer Programming (BASIC)
BCIS 1431 Programming in BASIC
BCIS 1432 COBOL Programming
BCIS 1320 Introductory C Programming (same as COSC 1320)
BCIS 1420 Introductory C Programming (same as COSC 1420)

52.1202.53 27 Advanced Information Systems Programming **8:4:96**
(new courses and new approval number)
Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course.

BCIS 2316 Advanced Structure Programming Techniques BASIC
BCIS 2331 Advanced Programming BASIC
BCIS 2332 Advanced Programming COBOL
BCIS 2416 Advanced Structure Programming Techniques BASIC

BCIS 2431 Advanced Programming BASIC
BCIS 2432 Advanced Programming COBOL
BCIS 2320 Advanced C Programming (same as COSC 2320)
BCIS 2420 Advanced C Programming (same as COSC 2420)

52.1203.51 27 Business and Network Systems Analysis & Design 3:3:80
(new course and new approval number)

Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces.

BCIS 2390 Systems Analysis & Design

List of Courses Under Review

These courses are currently under review. They may be offered for state reimbursement as well as academic credit during the 1996 calendar year, unless otherwise specified. The Standing Committee on Lower Division General Academic and Transfer Issues will meet during 1996 to discuss their future status. Transferability of these courses should be determined by agreement between sending and receiving institutions.

23.0401.52 35 Composition for Non-Native Speakers 6:3:96

Principles and techniques of college-level composition and reading. Open only to non-native speakers.

ENGL 1306 (1st semester)
ENGL 1307 (2nd semester)

23.1001.63 35 Oral Communication for Non-Native Speakers **9:3:96**

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in an English-speaking society.

23.9999.51 35 Reading and Vocabulary for Non-Native Speakers **9:3:96**

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society.

32.0199.51 40 Human Development **6:3:64**

Principles of psychology designed to help the student identify personal strengths and develop basic interpersonal skills. Courses such as Career Exploration/Awareness, Social Fundamentals, Interpersonal Skills, and Personal Assessment/Awareness may be offered until fall 1996. At that time, these courses must be submitted under the unique need course request process.

52.0401.52 25 Records Management **6:3:48**

A survey of the policies and principles affecting the creation, protection, circulation, retrieval, preservation, retention, and disposal of business and institutional records. Includes basic filing procedures and records control.

OFAD 1314

52.0401.53 25 Shorthand **6:3:96**

Introduction to symbol shorthand. Reading, writing, theory principles, and brief forms. Development of ability to take dictation and transcribe mailable copy; vocabulary development, and speed building.

OFAD 1301 (1st semester)
OFAD 1302 (2nd semester)
OFAD 1303 (single-semester course)

52.0408.51 25 Office Practice **3:3:48**

Office conduct, automated office equipment, special aids to efficiency in the office routine, letter structure and other style problems, filing, and communication in the

automated office.

OFAD 2312

52.0408.52 25 Office Machines **4:4:96**

Technique familiarization in the operation of the most commonly used office machines. Computations, calculations, speed drills, percentages, discounts and net values, chain discounts, and business forms.

BUSI 1309 or 1409

52.0408.53 25 Typewriting **6:3:96**

Beginning touch typewriting for mastery of keyboard and machine parts. Emphasis on speed development and formatting of business correspondence.

OFAD 1101 (1st semester of 3-hour sequence)
OFAD 1102 (2nd semester of 3-hour sequence)
OFAD 1103 (3rd semester of 3-hour sequence)
OFAD 1311 (1st semester of 9-hour sequence)
OFAD 1312 (2nd semester of 9-hour sequence)

52.0408.54 25 Advanced Typewriting **3:3:96**

Advanced work in specialized production such as tabulation, interoffice correspondence, manuscripts, legal forms, and additional work on the arrangement of business letters.

OFAD 2301 (3rd semester of 9-hour sequence)

List of Course Deletions

These courses may be offered in the Spring and Summer semesters of 1996, but should be revised according to the new approval and course numbers by Fall semester 1996.

11.0101.52 27 Introduction to Computer and Information Sciences **6:3:64**
(Most of the courses listed in Section 11 have been moved to Section 52 in the Manual).

COSC 1307 Microcomputers & Their Uses
COSC 1406 Microcomputer Applications
COSC 1407 Micro Systems & Their Applications

11.0201.51 27 Programming Methodology **3:3:80**

COSC 1310 BASIC Programming
COSC 1311 FORTRAN Programming
COSC 1312 PASCAL Programming

11.0201.52 27 Computer Science Programming **12:4:96**

COSC 1316/ COSC 1416 Computer Programming (BASIC)
COSC 1331/ COSC 1431 Programming in BASIC
COSC 1332/ COSC 1432 COBOL Programming

11.0201.53 27 Advanced Computer Science Programming **8:4:96**

COSC 2316/ COSC 2416 Advanced Str Prog Techniques BASIC
COSC 2331/ COSC 2431 Advanced Programming BASIC
COSC 2332/ COSC 2432 Advanced Programming COBOL

13.1003.51 28 Manual Communications

These courses have been moved to 51.0205.51 32 and 51.0205.52 32.

24.0102.51 40 Orientation **1:1:16**

This course has moved to Developmental Courses. See 32.0101.52 35 Study Skills.

24.0103.51 42 Introduction to the Humanities

This course has moved to 24.0103.51 35.

27.0101.52 37 Intermediate Algebra **3:3:64**

This course has moved to Developmental Courses. See 32.0104.52 37.

27.0101.66 37 Mathematics of Finance **3:3:48**

This course is no longer available under the academic approval number. It must be submitted either under the unique need course process or as part of a technical program.

32.0101.51 39 Developmental Science **6:3:96**

This course has moved to 32.0106.51 39.

32.0108.58 35 Basic Thinking and Reasoning **3:3:48**

This course has moved to 32.0102.51 35.

42.0101.53 40 Human Sexuality **3:3:48**

This course has moved to 42.0101.53 42.

42.1601.51 40 Social Psychology **3:3:48**

This course has moved to 42.1601.51 42.

42.9999.52 40 Statistical Methods in Psychology **3:3:48**

This course has moved to 42.0101.52 40.

Appendix A: Committee Rosters

Standing Committee on Lower-Division
General Academic and Transfer Issues
1993-94 Roster

Dr. Lesta V. Turchen, Co-Chair
President
University of Houston-Victoria
(2 years, 1993-95)

Dr. Frank Thornton, Co-Chair
President
Kilgore College
(1 year, 1993-94)

Dr. John Ray
Dean
Brazosport College
(2 years, 1992-94)

Dr. Colette Hilliard
Registrar
Trinity Valley Community College
(2 years, 1992-94)

Ms. Elsa Villa
Director of Engineering Programs
University of Texas - El Paso
(1 year, 1992-93)

Mr. Dale Hardgrove
Registrar
San Jacinto College Central Campus
(1 year, 1992-93)

Dr. Richard McCrary
District Director of Student and
International Programs
Dallas Co. Community College District

Dr. Peter Racheotes
Vice Pres. of Academics
East Texas State University
at Texarkana
(2 years, 1992-94)

Mr. Keith Baird
Asst. to the Director of Admissions
The University of Texas-Austin
(2 years, 1992-94)

Dr. Bill Liddle
Professor of History
Southwest Texas State University
(1 year, 1992-93)

Mr. David Zuniga
Registrar
The University of Texas-Pan American
(1 year, 1992-93)

TEXAS HIGHER EDUCATION
COORDINATING BOARD

Community and Technical Colleges
Division Representatives
Dr. Gloria Ann Lopez
Dr. Charles Cook

Universities and Health Affairs
Representatives
Dr. Ross Hise
Dr. Bill Jobe
Ms. Maricela Oliva

Standing Committee on Lower-Division
General Academic and Transfer Issues
1994-95 Roster

Dr. Lesta V. Turchen, **Co-Chair**
President
University of Houston-Victoria
(2 years, 1993-12/95)

Dr. Frank Thornton, **Co-Chair**
President
Kilgore College
(1 year, 1993-6/95)

Dr. John Ray
Dean
Brazosport College
(TACJCIA President)
(2 years, 1992-6/95)

Dr. Peter Racheotes
Vice Pres. of Academics
East Texas State University
at Texarkana
(2 years, 1992-6/95)

Mr. Keith Baird
Asst. to the Director of Admissions
The University of Texas-Austin
(2 years, 1992-6/95)

Dr. Colette Hilliard
Registrar
Trinity Valley Community College
(2 years, 1992-6/95)

Dr. Richard McCrary
District Director of Student and
International Programs
Dallas Co. Community College District

Dr. Harvey Striegler
Associate Director of Admissions
Texas A&M University
(2 years, 1995-12/97)

Dr. Jesse Jones
Director
North Texas Community/
Junior College Consortium
University of North Texas
(2 years, 1995-12/97)

Dr. Angie Runnels
VP of Academic Affairs
DCCCD - North Lake College
(2 years, 1995-12/97)

TEXAS HIGHER EDUCATION
COORDINATING BOARD

Community and Technical Colleges
Division Representatives
Dr. Charles Cook
Ms. Christal Albrecht

Universities Division Representatives
Dr. Paul Meyer
Dr. Glenda Barron

Subcommittee on Computer Science/Computer Information Systems
1994-95 Roster

Dr. Ron Kern, **Chair**
Professor of Computer Science
Odessa College

Dr. Andrew Bernat
Chairman of Computer Science
University of Texas at El Paso

Dr. Mel Damordaran
Professor of Computer Science
University of Houston-Victoria

Ms. Gwen May
Professor, Information Systems
Richland College

Mr. Ross Hise (ex-officio)
Texas Higher Education
Coordinating Board (retired)

Mr. Chris Williamson
Professor of Computer Science
Northeast Texas Community College

Mr. William G. Sailer
Professor, Information Systems
St. Philip's College

Dr. John Mote
Associate Chair, Information Systems
University of Texas at Austin

Appendix B: Forms

TEXAS HIGHER EDUCATION
COORDINATING BOARD
P.O. BOX 12788 Austin, Texas 78711
512-483-6250 Fax 512-483-6444
COMMUNITY AND TECHNICAL COLLEGES DIVISION

ACADEMIC COURSE INVENTORY UPDATE
UNIQUE NEED COURSE: REQUEST FOR APPROVAL FORM

1. _____ 2. _____ 3. _____

Institution College Official Effective Date

4. Complete Course Title: _____

_____

5. Course Description: _____

_____

_____

_____

6. Unique Course Criteria: Unique courses must meet the criteria as identified by CB Rule 5.172 (Check appropriate criteria.)

____ a. This is a general academic course which will transfer and count toward the general education or major requirements for a degree at an area university. *At least two letters documenting transferability are attached.*

____ b. This course has college level rigor.

____ c. A course syllabus including course description, detailed course outline, and course objectives is attached.

____ d. This is not a junior or senior level course.

____ e. This is not a community service, leisure, or a vocational course.

____ f. This a vocational transfer course and:

____ (1) The course will transfer and fulfill specific program requirements at a regional university.

____ (2) The course instructor meets SACS requirements for faculty of transfer courses.

____ (3) Appropriate equipment is available.

____ g. Justification of need is attached.

Date Submitted: _____, 19____

_____
Chief Academic Officer

_____
Phone Number Fax number E-mail

7. Course Data:

Update Code	FICE Code	Approval Number	Subject Prefix	Course Number	SCH
Course Short Title:			Contact Hours Lecture	Contact Hours Lab	Total Contact Hours

Return this form to: Director, Instructional Programs

_____ _____

Coordinating Board Official Date ... CB278 1/96

Instructions for
Requesting a Unique Course

General Academic Course Inventory Update

The proposed course does not conform closely enough to one of the courses described in the List of Approved Courses for the Public Community and Junior Colleges, the college may request Unique Need approval from the Director of Instructional Programs.

Item #1 Name the institution (and campus, if applicable)

Item #2 Name the official completing this form

Item #3 Indicate the academic year and semester the course(s) would first be offered.

Item #4 Indicate the complete Course Title as it would appear in the institution's catalog.

Item #5 Indicate the complete Course Description as it would appear in the institution's catalog. Indicate the catalog date and page number where this course will appear.

Item #6 Unique courses must meet the criteria identified in Coordinating Board Rule 5.172. Appropriate items should be checked and documentation attached. Justification of need should include information about special student and/or community needs, degree or field to which course would apply, purpose of course, special qualifications of faculty, etc. If the unique course is approved, it will be assigned an approval number for one academic year only and for the requesting college only.

Item #7 Course Data

a. Update Code: Enter A if the course is a new course to be added. D if the course is to be deleted, or C if this a change in an existing course.

b. FICE Code: Enter the FICE Code for the institution (see Appendix B).

c. Approval Number: If a number has been previously assigned for the course, enter it . If it is an excessive hour request, enter the number of the equivalent course after substituting an "8" in the 7th digit position. Otherwise, leave blank and the number will be assigned by Coordinating Board personnel.

d. Subject Prefix: Enter the subject abbreviation for each course as established and used on official transcripts by the institution.

e. Course Number: Enter the course identification number as used by the institution.

f. Semester Credit Hour Value: Enter the maximum number of semester credit hours which may be awarded for each course (e.g. if ART NNNN may be taken for 1, 2, 3, or 4 SCH, enter 4).

g. Course Short Title: Enter the title of each course as established and used on official transcripts by the institution.

h. Contact Hours:

LECTURE: Enter the number of hours per semester in a standard 16 week semester instructors are assigned to be "in contact" (i.e., a structured teaching situation) with students in a lecture situation (e.g., classroom, conference, seminar, individual instruction, independent student). Enter only whole numbers in the space provided.

LAB: Enter the number of hours per semester instructors are required to spend "in contact" (i.e., a

structured teaching situation) with students in a laboratory situation associated with the course. Enter only whole numbers in the space provided.

I. Total Contact Hours: Enter the total number of hours in a standard 16 week semester instructors are assigned to be in contact with students in a lecture and laboratory situation. Enter only whole numbers in the space provided.

TEXAS HIGHER EDUCATION COORDINATING BOARD

UNIQUE NEED ACADEMIC COURSE
DATA ENTRY FORM
COMMUNITY AND TECHNICAL COLLEGES

CB USE ONLY	
Screen ID:	DEM184/DEM185
LPG:	EDCDUJ
Control Code:	13
Manual Form:	3
Total Records Sent	
Date Submitted	/ /
Type Submission:	U

Institution Name _____

Reporting Official _____ Phone Number _____

Record Code [3] Institution FICE Code [ ][ ][ ][ ][ ][ ] Year [ ][ ] - [ ][ ]

Upd Code	Approval Number	Subject Prefix	Course Number	Course Short Title	SCH	Contact Hours	
						Lec	Lab Total

Upd Code A - Add; C - Change; D - Delete
Adds (Upd Code = A); Complete each column
Changes (Upd Code = C); Enter Approval Number, Subject Prefix, Course Number, and only items to be changed

Deletes (Upd Code = D); Enter Approval Number, Subjet Prefix, and Course Number

This is a data entry form, not an approval form.

CB279 1/96

Y

CMB-00Y UPDATE
SCREEN: DEM00Y
LPG: TELY

Please use this form to ADD to, or DELETE from, your institution's ANNUAL PLAN for telecommunications courses for the academic year shown below.

(1) INSTITUTION _____

(2) FICE Code | | | | | | |

(3) ACADEMIC YEAR 19 | | - | |

MEDIUM: TV _____ Audio/Radio _____ Computer _____ Other (Specify) _____

Reception Mode: Broadcast _____ Interactive _____ (4) Zip Code: | | | | | | (5) Site Code: | | |

Update (A/D)	Subject Prefix	Course Number	Approval Number (Two-Year Institutions Only)	Course Title (Abbreviate as Necessary)
				96
	95			

(Instructions are on back of this form.)

CB393 THECB, "Y" File 1-88

Y

CBM-00Y
INSTRUCTIONS FOR "UPDATES" TO
ANNUAL TELECOMMUNICATIONS COURSE INVENTORY

In the appropriate spaces at the top of the CBM-00Y Request Form, enter the following:

Items #1 & #2 -- Institution name and FICE code (Fill zeroes to the left.)

Item #3 -- Fill in Academic Year of Annual Plan affected.

Check the MEDIUM you are requesting in the appropriate place, using a separate copy of this form for each medium.

The mode of reception your institution uses will influence the information required in items 4 and 5. Check the appropriate space to indicate the mode of reception, and follow instructions below for that mode. If the institution uses both modes of reception, prepare a separate form for each type. On each form, include only the courses to be offered via that mode of reception.

FOR BROADCAST MODE OF RECEPTION

Item #4 -- Provide the five-digit Zip code of the institution offering the instruction.

Item #5 -- Enter IND

FOR LIVE, INTERATIVE MODE OF INSTRUCTION

Item #4 -- Enter the five-digit code that identifies the system.
TAGER: 77777; InterAct: 88888; Decanet: 66666

Item #5 -- Leave blank

Attach a list of the "receive sites" at which the instiution would enroll students, with evidence that these sites have been approved by the appropriate councils and/or affected institutions.

UPDATE CODE -- Enter "A: for an addition; "D" for a deletion. (To change a course already on the CBM-00Y file, enter a deletion of the existing course followed by an addition of the new course. All data elements must be entered.)

No course can be entered on the CBM-00Y, Annual Telecommunications Course Inventory, unless that course appears on the institution's main course inventory.

TEXAS HIGHER EDUCATION COORDINATING BOARD

DISTANCE LEARNING STANDARDS

The signature below certifies that this institution has met all applicable requirements of Coordinating Board rules (Section 5.153) for Distance Learning resident credit courses to be offered during academic year _____. This certification indicates specifically that:

- No degree or certificate program will be offered via distance learning instruction without prior approval the Board. In addition, this institution will not offer through distance learning instruction at any site an array of courses that would constitute a degree or certificate program without prior approval by the Board.
- Distance learning instruction offered by any live or telecommunications delivery system will be comparable to on-campus instruction. It will meet the same quality standards offered on-campus to regularly enrolled students.
- A distance learning course which offers either regular college credit or Continuing Education Units will meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.
- Students enrolled in distance learning will satisfy the same requirements for admission to the institution the program of which the course is a part, and to the class/section itself, as are required of on-campus students.
- Faculty providing distance learning instruction will be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for on-campus instruction. Institution will provide training and support to enhance the added skills required of faculty to teach classes via instructional telecommunications.
- The instructor of record will participate in the delivery of instruction and evaluation of student progress.
- Providers of graduate-level distance learning instruction will be approved by the graduate faculty of the institution.
- All distance learning instruction will be administered under the authority of the same office or person administering the corresponding on-campus instruction. The supervision, monitoring, and evaluation processes for instructors must be comparable to those for on-campus instruction.
- Students will be provided academic support services, including academic advising, counseling, library and other learning resources, tutoring services, and financial aid, that are comparable to those availabl for on-campus students.
- Facilities for distance learning instruction (other than homes as instructional telecommunications reception sites) will be adequate for the purpose of delivering instruction which is comparable in quality to on-campus instruction.
- No master's degree program will be offered via distance learning instruction without express prior notification to the Southern Association of Colleges and Schools. No distance learning doctoral degree program will be authorized except through the approval of joint or cooperative degree programs.

Signature of Chief Academic Officer	Printed Name of Chief Academic Officer

Institution	Date

THECB FORM DL-04 Attachment (5)

TEXAS HIGHER EDUCATION COORDINATING BOARD
Community and Technical Colleges Division
P.O. Box 12788, Austin, TX 78711 • 7745 Chevy Chase Drive, Austin, TX 78752
TEL 512-483-6250 • FAX 512-483-6444

OUT-OF-STATE CREDIT COURSE REQUEST
COMMUNITY AND TECHNICAL COLLEGES

1. _____ 2. _____ 3. _____
Institution | Official Completing This Form | Effective Date

4. Complete Course Title _____

5. Course Description _____

6. Location of Course _____ 7. State or Country _____

8. Describe how this course will utilize academic, cultural, or physical resources not reasonably available in Texas

9. If this course is taught by adjunct faculty, describe the unique qualifications of personnel to be employed at the out-of-state

site _____

I certify that this course meets all criteria from §5.157 of the Coordinating Board's rules for courses offered outside the state of Texas.

Date _____ 19_____ _____
Chief Academic Program Officer

10. Course Data

a. Update Code		b. State or Country Code	c. FICE Code	d. Approval Number Assigned	e. Subject Prefix	f. Course Number	g. SCH

h. Short Course Title	i. Semester Contact Hours		j. Total Semester Contact Hours
	Lecture	Lab	
103			

(Return this form to: Director of Instructional Programs)

TEXAS HIGHER EDUCATION COORDINATING BOARD

OUT-of-DISTRICT
PROGRAM AND COURSE AREA INVENTORY
UPDATE FORM FOR ANNUAL PLAN

Community and Technical Colleges

Institution _____ FICE Code _____

ZIP Code _____ City _____ County _____
(or Country Code, if applicable)

Reporting Official _____ Phone/E-Mail Address/FAX _____

☐ Check here to indicate that you have properly notified and secured approval for these changes from the appropriate Higher Education Regional Council(s)

PROGRAMS AND COURSE AREAS ADDED BY SITE

UPD CDE	APPROVAL CODE (CIP) OR HEGIS CODE	TYPE	LOC	NAME OF FACILITY	EFF DATE (MM/DD/YY)
A					
A					
A					
A					
A					

PROGRAMS AND COURSE AREAS TO BE DELETED BY SITE

D					
D					
D					
D					
D					

UPD CDE: A= Add: Complete each column
D= Delete. Enter Approval Number

Type: 1 = Academic
2 = Technical
3 = Continuing Education

Location Code 2 = Out-of-District
3 = Out-of-State
4 = Foreign Country
5 = Correctional Facility
6 = Another Postsecondary Inst.
7 = Military
8 = ISD
A = Auxiliary Location

Instructions for use are on reverse side.

OOD Form - 1/96

Instructions for Use of Out-of-District (OOD) /Annual Plan Form

Use this form to update your out-of-district inventory.

I. For each site, indicate programs and course areas to be added or deleted from your Out-of-District inventory. Use one form per **ZIP** code.

II. For all types of action, provide the institution name and FICE code, the ZIP code (or Country Code, if applicable), city, and county where the programs or courses will be offered, and the name, phone number, E-Mail Address and FAX number of the college reporting official.

III. To add a program or course area at a site:

1. On a line coded "A":

   a. **For technical courses/programs and special approval continuing education courses** - Enter the four-digit HEGIS code. Right justify the HEGIS code and place six leading zero's.

   b. **For academic course areas -** Enter the 10 digit approval number.

   c. **For continuing education areas -** Enter the six-digit CCM CIP code. Left justify and follow with trailing zero's.

2. For Type of Instruction, enter only one number. Enter 1 if Academic, 2 if Technical, or 3 if Continuing Education.

3. For Location, enter only one number. Use the key at the bottom of the form to assign a location code.

4. Provide the academic year for the effective date of the addition of the new program or course area, e.g. 1996-97.

5. Repeat the process for any other programs or course areas to be added.

IV. To delete a program or course area:

1. On a line coded "D":

   a. **For technical courses/programs and special approval continuing education courses** - Enter the four-digit HEGIS code. Right justify the HEGIS code and place six leading zero's.

   b. **For academic course areas -** Enter the 10 digit approval number.

   c. **For continuing education areas -** Enter the six-digit CCM CIP code Left justify and follow with trailing zero's.

2. Provide the academic year for the effective date of the deletion of the new program or course area, e.g. 1996-97.

3. Repeat the process for any other programs or course areas to be deleted.

Appendix C: Subchapter H. Approval of Distance Learning for Public Colleges and Universities (Approved 1/96)

Chapter 5 Subchapter H. APPROVAL OF DISTANCE LEARNING FOR PUBLIC COLLEGES AND UNIVERSITIES

Section
5.151. Purpose.
5.152. Definitions.
5.153. Certification.
5.154. General Provisions.
5.155. Standards and Criteria for Distance Education and Off-Campus Instruction.
5.156. Institutional Plan for Distance Education.
5.157. Off-Campus Instruction Plan.
5.158. Procedures for Review and Approval of Off-Campus Lower-Division Instruction.
5.159. Procedures for Review and Approval of Off-Campus Upper-Level and Graduate Courses and Programs.
5.160. Approval of State-Funded Out-of-State and Foreign Distance Education and Off-Campus Courses.
5.161. Non-State-Funded Out-of-State and Foreign Classes.

5.151. Purpose.

This subchapter provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education courses and programs. The goals are to ensure the quality of Texas-based distance education courses and programs and to provide residents with access to distance education courses and programs that meet their needs. The rules are designed to assure the quality of courses and programs as well as the adequacy of the technical and managerial infrastructures to support those courses and programs.

5.152. Definitions.

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

(1) Off-Campus Instruction Plan An institution's listing by location of off-campus courses and programs planned to be taugnt during an academic period.

(2) Board or Coordinating Board The Texas Higher Education Coordinating Board.

(3) Commissioner The Commissioner of Higher Education.

(4) Distance education Instruction in which the majority of the instruction occurs when the student and instructor are not in the same physical setting. Instruction may be synchronous or asynchronous, delivered to any single or multiple location(s):

(A) other than the "main campus" of a senior institution (or "on campus"), where the primary office of the chief executive officer of the campus is located;
(B) outside the boundaries of the taxing district of a community/junior college district; or
(C) via instructional telecommunications to any other distance location.

(5) Instructional Telecommunications Telecommunication technology systems employed to deliver distance education instruction.

(6) Off-Campus Distance instruction provided face-to-face in which the instructor and student are in the same physical setting, but at a location other than the main campus of a university, health related institution, or technical college, or outside the taxing district of a community college.

(7) Program Any certificate or degree program offered by a public institution of higher education.

(8) Regional Council A cooperative arrangement among representatives of all public and independent higher education institutions within a State Uniform Service Region.

(9) Senior institution Public universities, health science centers and health-related institutions.

10) Service area The territory served by a community/junior college district as defined in Subchapter J, Texas Education Code (relating to Junior College District Service Area).

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(11) Institutional Plan for Distance Education - a long-term plan describing how an institution seeking authority to offer distance education instruction via telecommunications technology will ensure quality and resources in providing such instruction.

5.153. Certification.

(a) Prior to offering any distance education course or program for the first time via telecommunications technology, a public community/junior college, technical college, university, or health-related institution must have approved by the Board an Institutional Plan for Distance Education as required by Section 5.156 of this title (relating to Institutional Plans for Distance Education).

(b) Each institution with an approved Institutional Plan for Distance Education shall submit an updated Plan addressing the required items in Section 5.154(a) of this title (relating to General Provisions) on a schedule to be determined by the Commissioner.

(c) An institution offering a full degree or certificate program is responsible for complying with relevant procedures and rules of the appropriate regulatory or accrediting agency, such as the Southern Association of Colleges and Schools (SACS), and professional certification boards.

(d) No graduate degree program may be offered via distance education without prior notification by the institution to the Commission on Colleges of the Southern Association of Colleges and Schools.

5.154. General Provisions.

(a) The provisions of this subchapter are in accordance with Texas Education Code 61.051 provided for academic credit (not including continuing education other than workforce continuing education) by a public community/junior college outside of the boundaries of its taxing district, or by a public technical college, university, or health-related institution at a site other than the main campus where the primary office of the chief executive officer of the campus is located. This subchapter also applies to instruction offered at out-of-state or foreign locations by public institutions of higher education. All provisions of this subchapter relating to universities or to "senior institutions" apply equally to health science centers, health-related institutions, and to technical colleges.

(b) Distance education may occur via any combination of remote synchronous or asynchronous correspondence- or telecommunications-based delivery systems.

(c) To be identified as an off-campus course, the course must provide one-half or more of the instruction with the student and instructor in the same physical setting, but a setting apart from the main campus of the university, health related institution, or technical college, or outside the taxing district of the community college.

(d) A program is understood to be offered via distance education or off-campus instruction if a student may complete the program without taking any courses on the main campus of the public university, technical college, or health-related institution responsible for providing the instruction, or without physically attending classes within the boundaries of the taxing district of the community/junior college district responsible for providing the instruction.

(e) Notice of each course and program offered via distance education or off-campus instruction under the provisions of this subchapter, except to individual students, must be submitted to the Coordinating Board prior to its being offered in accordance with provisions and schedules determined by the Commissioner and the Board's uniform reporting system. The Board may also request special reports on distance education and off-campus courses and programs for inclusion in institutional and statewide reports.

(f) State-funded distance education and off-campus instruction must be reported in accordance with the Board's uniform reporting system.

(g) Following approval of its Institutional Plan for Distance Education (as required by Section 5.156 of this title, (relating to Institutional Plan for Distance Education), the governing board of the institution may give final approval under procedures it develops for delivering courses and programs via distance education, with the following conditions and exceptions:

(1) Each course and program offered under the provisions of this subchapter must be within the role and mission of the institution responsible for offering the instruction.

(2) Prior approval may be required before an institution may offer courses and programs in certain subject area disciplines (e.g., high cost) or under other conditions specified by the Board.

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(3) Each institution or system must have in place a process for the review and approval of distance education courses and programs for that entity.

(4) Before initiating a program delivered by distance education, an institution must affirm in writing its commitment to offer the program in accordance with the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically, as adopted by the Board, and the quality standards and criteria identified in this subchapter.

(5) All off-campus, lower division courses and programs to be offered by a public senior institution or by a technical college must be reviewed by the appropriate Regional Council(s) and/or peer institutions, and must be approved by the Commissioner before they are offered.

(6) A community-junior college intending to offer off-campus courses and programs outside its taxing district must notify all potentially affected Regional Councils of that intent prior to offering the course or program. Off-campus courses and programs offered outside the taxing district must be approved by the Commissioner before they are offered.

(7) No distance education or off-campus doctoral degree programs may be offered without specific prior approval by the Board.

(h) A class offered both on-campus and through distance education instruction is subject to the reporting provisions of this subchapter if any student receives more than one-half of the instruction via a distance education delivery system.

(i) If an institution offers an array of courses by distance education or off-campus instruction that would permit a student to complete a program in accordance with the definition in this subchapter, the array of courses will be considered to be a program.

(j) The Board shall periodically review Institutional Plans for Distance Education and courses and programs offered by distance education, and may disallow the offerings if such action is deemed to be in the interests of students, the institution, or the state.

(k) The Board retains final authority under statute for the offering of classes, courses, programs, and degrees, and may take whatever action it deems appropriate to comply with the Texas Education Code or to maintain a high quality and cost effective system of distance education, and off-campus instruction for the state.

5.155. Standards and Criteria for Distance Education and Off-Campus Instruction.

The following standards and criteria apply to distance education and off-campus instruction.

(1) Instruction must meet the quality standards which an institution requires of similar instruction offered on-campus to regularly enrolled students.

(2) Courses which offer either regular college credit or Continuing Education Units must do so in accordance with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.

(3) Students must satisfy the same requirements for admission to the institution, to the program of which the course is a part, and to the class/section itself, as are required of on-campus students.

(4) Faculty must be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for on-campus instruction. Institutions

must provide training and support to enhance the added skills required of faculty teaching classes via instructional telecommunications.

(5) The instructor of record must participate in the delivery of instruction and evaluation of student progress.

(6) Providers of graduate-level instruction must be approved by the graduate faculty of the institution.

(7) All instruction must be administered under the authority of the same office or person administering the corresponding on-campus instruction. The supervision, monitoring, and evaluation processes for instructors must be comparable to those for on-campus instruction.

(8) Students must be provided academic support services

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including academic advising, counseling, library and other learning resources, tutoring services, and financial aid that are comparable to those available for on-campus students.

(9) Facilities (other than homes as instructional telecommunications reception sites) must be adequate for the purpose of delivering instruction which is comparable in quality to on-campus instruction.

5.156. Institutional Plan for Distance Education.

(a) Each institution seeking first-time authority to offer distance education instruction via telecommunications technology must submit an Institutional Plan for Distance Education for approval by the Board before offering such instruction. The plan must describe how the institution will ensure that the following are addressed and provided for:

(1) Institutional Plan for Distance Education. Institutional academic and administrative policies shall reflect a commitment to maintain the quality of distance education programs in accordance with the provisions of this subchapter.

(2) Curriculum and Instruction.

(A) The institution has an internal evaluation and approval process for distance education courses and programs.
(B) Courses and programs provide for timely and appropriate interaction between students and faculty, and among students.

(C) The institution assumes responsibility for and exercises oversight over distance education, ensuring both the rigor of programs and the quality of instruction.
(D) The institution ensures that the technology used is appropriate to the nature and objectives of the courses and programs.
(E) The institution ensures the currency of materials, programs, and courses.
(F) The institution's distance education policies are clear concerning ownership of materials, faculty compensation, copyright issues, and the utilization of revenue derived from the creation and production of software, telecourses, or other media products.
(G) The institution provides appropriate faculty support services specifically related to distance education.
(H) The institution provides a program of faculty training and development that addresses both the technological and the instructional issues encountered when involved in distance teaching.

(3) Evaluation and Assessment.

(A) The institution assesses student capability to succeed in distance education programs and applies this information to admission and recruitment policies and decisions.
(B) The institution evaluates the educational effectiveness of its distance education programs (including assessments of student learning outcomes, student retention, and student satisfaction) to ensure comparability to campus-based programs.
(C) The institution has an evaluation plan for courses or programs with regard to the effectiveness of the technology chosen to deliver the courses.
(D) The institution ensures the integrity of student work and the credibility of the degrees and credits it awards.

(4) Library and Learning Resources.

(A) The institution ensures that students have access to and can effectively use appropriate library and learning resources.
(B) The institution monitors whether students make appropriate use of learning resources.
(C) The institution provides laboratories, facilities, and equipment appropriate to the courses or programs.
(D) If clinical or lab courses are planned, the means of facilitating those labs is described in detail: including location, facilities, access, security, and oversight by appropriate personnel.

(5) Student Services.

(A) The institution provides adequate access to the range of student services appropriate to support the courses and programs: including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.

(B) The institution provides an adequate means for resolving student complaints.

(C) The institution provides to students advertising, recruiting, and admissions information that adequately and accurately represents the courses and programs, requirements, and services available.

(D) The institution ensures that students admitted possess the knowledge and equipment necessary to use the technology employed in the courses and program, and provides aid to students who are experiencing difficulty using the required technology.

(6) Facilities and Finances.

(A) The institution possesses the equipment and technical expertise required for distance education.

(B) The institution's long range planning, budgeting, and policy development processes reflect the facilities, staffing, equipment, and other resources essential to the viability and effectiveness of its distance education courses and programs.

(C) The institution has a plan for the administration, operation, and use of technology to deliver distance education which addresses the capability of the institution to provide the technology required. If the institution plans to utilize technology housed at a separate location, this information must be provided as well.

(D) The institution has developed a budget for delivery of distance education courses or programs.

(b) An Institutional Plan for Distance Education should be accompanied by a proposal for approval of the initial courses to be offered by the institution which addresses applicable requirements in the Institutional Plan.

(c) Prior to Board consideration of an Institutional Plan, the Commissioner may approve a one-time offering of a limited number of distance education courses for experimental purposes.

5.157. Off-Campus Instruction Plan.

(a) Unless specifically exempted by the Board, all off-campus courses taught for credit which will be reported for formula funding, except for courses offered by community colleges within their own taxing districts, must be submitted to appropriate higher education Regional Councils or peer institutions as provided in section 5.154(g) of this title (relating to General Provisions). Non-credit adult and continuing education courses offered at a distance by universities and health science centers do not fall under the purview of this subchapter.

(b) Public and independent institutions which have concerns about possible unnecessary duplication of off-campus courses and programs planned for their Uniform Service Region may appeal to the Commissioner. The Commissioner may approve or disapprove the offering of off-campus courses or programs based on his investigation of such appeals.

(c) The Commissioner may exempt from instruction review procedures the following types of off-campus courses and programs:

(1) courses and programs offered by one public institution on the campus of another public institution; at multi-institution teaching centers and university system centers, and at other sites designated by the Board;

(2) courses and programs taught on military bases or in correctional institutions;

(3) courses offered as part of approved distance education certificates or degree programs; and

(4) courses pertaining to student teaching, internships, clinical instruction, practica, cooperative education work stations, and field classes (when limited to campus-based students).

(d) Instruction offered under all such exemptions, however, must still be reported in accordance with the Board's uniform reporting system and will be subject to monitoring for quality.

5.158. Procedures for Review and Approval of Off-Campus Lower-Division Instruction.

(a) Each institution must submit to all affected Regional Councils an Off-Campus Instruction Plan in accordance with Section 5.157 of this title (relating to Off-Campus Instruction Plan) which lists by location all proposed off-campus lower-division instruction. Requests for new locations and/or substantially different classes or programs at previously approved locations must be submitted on application forms provided by the Commissioner for that purpose.

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(b) Except for courses to be offered by a community college within its designated service area, proposed off-campus lower-division instruction must be reviewed by the Regional Council of the Uniform Service Region containing each proposed site for the receiving of instruction in accordance with the provisions of this subchapter.

(c) The Coordinating Board recognizes Regional Councils in each of the ten state Uniform Service Regions. The presidents or designated representatives of each public and independent institution of higher education with its main campus in the Region comprise the Council membership. A Council Chair shall be elected by the members, with term of service to be determined by the respective Council.

(d) Each Regional Council has the following responsibilities:

(1) Develop and file with the Universities and Community and Technical College Divisions of the Coordinating Board its procedures and guidelines for reviewing Off-Campus Instruction Plans for proposed lower-division classes, programs, and locations in the Region.

(2) Facilitate inter-institutional cooperation in the conduct of off-campus instruction, assure that each institution in the Region has received notification in advance of all off-campus lower-division classes, programs, and locations proposed to be offered in the Region by any other institution, and provide each institution in the Region full opportunity to review and comment on the plans of other institutions.

(3) With the exception for courses and programs proposed to be offered by community colleges in their designated service area, make recommendations to the Commissioner regarding Off-Campus Instruction Plans proposed to be offered within its Uniform Service Region in accordance with the consensus views of Council members.

(4) Advise the Commissioner on appropriate policies and procedures for effective state-level administration of off-campus lower-division instruction.

(5) Encourage excellence in the conduct of off-campus lower-division instruction.

(6) Study cooperatively the various methods of providing lower-division off-campus instruction, and promote the use of those methods which support quality and promise the most effective and efficient use of state resources.

(e) Procedures for submitting applications to the Board for authorization to offer off-campus lower-division classes are as follows:

(1) Off-campus instruction proposed by an institution, other than a community college offering courses within its designated service area, shall be reviewed by the Regional Council and forwarded to the Coordinating Board by a deadline set by the Commissioner, together with the Council's recommendations for approval or disapproval.

(2) If proposed off-campus classes could affect an institution which is a member of another Regional Council, the Off-Campus Instruction Plan shall also be sent to that institution and to the Council to which it belongs. The full membership of that Council must review the proposal and return a recommendation to the originating Council. This recommendation and that of the originating Council must both be sent to the Commissioner.

(3) Recommendations of the Regional Councils shall be submitted in a time frame determined by the Commissioner to permit consideration by the Board at its appropriate quarterly meeting.

(4) The Commissioner shall consider the recommendations of Regional Councils as well as any dissenting report filed by an institution. Subject to the following section, the Commissioner has the authority to approve or disapprove courses and Off-Campus Instruction Plans, and to resolve disputes between or among institutions which cannot be resolved by the Councils. The Commissioner shall devise a procedure to encourage and assist Regional Councils in the resolution of such disputes. The Commissioner shall report to all affected institutions on approvals and disapprovals of classes proposed under each Off-Campus Instruction Plan at least two weeks before the scheduled April Board meeting, at which time the Board may hear appeals to approvals and disapprovals made by the Commissioner.

(f) During the passage of the year it may be necessary for an institution to request approval of off-campus lower-division courses or programs not submitted as part of its Off-Campus Instruction Plan. Such proposed amendments to a Plan must

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be submitted to affected Regional Councils prior to the teaching of any additional classes, except in cases in which a community college proposes to offer courses or programs within its designated service area. Each Council Chair shall forward recommendations to the Commissioner regarding the appropriateness of such instruction. The Commissioner has the authority to approve or disapprove courses and Off-Campus Instruction Plans, and to resolve disputes between or among institutions which cannot be resolved by the Councils.

5.159. Procedures for Review and Approval of Off-Campus Upper-Level and Graduate Courses and Programs.

(a) Senior institutions shall notify all other potentially affected institutions of their plans to offer off-campus upper-level or graduate courses or

programs for the next instructional period within the time frame prescribed by the Commissioner, and must seek to eliminate any conflicts or duplication.

(b) The Commissioner has the authority to resolve disputes between or among institutions, and has the authority to approve or disapprove the offering of off-campus courses or programs.

(c) The Commissioner shall report to all affected institutions on approvals and disapprovals of proposed off-campus activities at least two weeks before a regularly scheduled Board meeting, at which time the Board may hear appeals to approvals and disapprovals made by the Commissioner.

5.160. Approval of State-Funded Out-of-State and Foreign Distance Education and Off-Campus Courses.

(a) State-funded out-of-state and foreign distance education and off-campus courses offered by Texas public institutions of higher education or by an approved consortium composed of Texas public institutions must have prior approval by the Commissioner in order for the semester credit hours or contact hours to be used for formula reimbursement. The following procedures shall apply:

(1) An institution or consortium must submit to the Commissioner a form which certifies that the course meets the standards and criteria set forth in subsection (b) of this section.

(2) A course that has been previously approved to be offered at an out-of-state or foreign location need not be resubmitted if the course is the same as that previously approved.

(3) State-funded courses taught outside of Texas are intended for students who are currently enrolled on campus at a Texas institution. Faculty should not teach off-campus courses out-of-state for state funding unless the faculty member is accompanying a cohort of students from a Texas institution.

(4) Institutions may enroll students who reside at the out-of-state locations in distance education or off-campus courses provided the credit hours generated by the out-of-state students are not submitted for formula funding.

(b) State-funded out-of-state and foreign distance education and off-campus courses are subject to the following standards and criteria:

(1) All students enrolled must meet all institutional standards for admission and must be actually admitted to the institution or one of the participating institutions in an approved consortium. All students enrolled must pay the appropriate tuition and fees for their residency category for the total number of credit hours earned. Financial aid must be available to students registering in foreign classes on the same basis as it would be for such students seeking financial aid for on-campus instruction. Additional financial aid may be furnished by the institution as appropriate.

(2) Instruction must be provided by faculty of the institution or one of the consortium institutions and be supervised and evaluated according to appropriate institutional policies. Exceptions may be made by the Commissioner to take advantage of uniquely qualified instructors at an out-of-state or foreign location if the institution provides for individual justification and approval by the appropriate faculty or institutional officials.

(3) Individual courses must meet the following standards and criteria:

(A) Each course must be on the approved course inventory of the main campus of the institution or a consortium institution, must be a part of an approved degree or certificate program, and must be justified in terms of academic, cultural, or other resources available at the specific location(s).

(B) Instruction must conform to all relevant academic

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policies of the institution. All classes must conform to the institution's workload and enrollment requirements, contact hour/credit ratio, and similar matters.

(C) Courses may not offer credit for activities undertaken primarily for travel, recreation, or pleasure.

(D) Minimum class enrollments must conform to the same standards applicable were the class to be offered on-campus.

(4) Multi-course offerings must meet the following standards and criteria:

(A) A group of courses taught by an individual faculty member and offered in the same time period and in the same out-of-state or foreign location may be considered as an aggregate for approval purposes.

(B) Some courses may be approved within an aggregate request without satisfying paragraph 3(A) of this subsection; however, the Commissioner may approve a multi-course aggregate only if at least one-half of the classes (making up at least one-half of the combined credit hours) comply with paragraph 3(A) of this subsection . All other criteria in this subsection must be fully met by all courses that make up a multi-course aggregate.

(5) Advertising or marketing for out-of-state and foreign classes should emphasize the instructional nature of the classes, and may not emphasize or create the impression that the classes are primarily credit-for-travel experiences.

(6) Faculty and staff may not realize unusual perquisites or unusual financial gain for teaching out-of-state or foreign classes.

(7) Except for funds specifically appropriated for international activities (e.g. state incentive programs, scholarships, etc.), state funds may not be used for faculty or student travel, meals and lodging, or other incidental expenses associated with out-of-state or foreign instruction.

(8) Any free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels must be used in direct support of the instructional program and may not be made as gifts to faculty or staff members or their families.

(9) No state funding will be provided for distance education courses or credits delivered to reception sites outside state boundaries without prior approval of the Commissioner.

(10) Out-of-state and foreign courses are subject to reporting in accordance with the uniform reporting system. Out-of-state and foreign courses that are not reported by location will be disallowed for funding.

5.161. Non-State-Funded Out-of-State and Foreign Classes.

(a) In-state non-funded credit courses are governed by the same rules and regulations as regular funded courses, but non-state-funded credit courses need not be included in the Off-Campus Instruction Plan requests. Requests for authorization to offer non-state-funded credit courses may be submitted for approval by the Commissioner as the need arises. Non-credit adult and continuing education courses offered at a distance by universities and health science centers do not fall under the purview of this subchapter.

(b) Out-of-state and foreign courses offered by public universities and health-related institutions, for which no state funds are expended, may be taught without prior approval of the Board. However, full degree programs offered under these circumstances shall be approved in accordance with the provisions of Chapter 5, Subchapter E, Section 5.101 of this title (relating to Presentation of Request for New Academic Degree Programs). Institutions are expected to ensure that all such instruction meets the quality standards expected of Texas higher education institutions.

(c) Community and technical colleges proposing to offer out-of-state or foreign courses for which no state funds are expended are subject to the provisions of Chapter 9, Subchapter I of this title (relating to Distance Education).

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Appendix D: Funding Codes

List of Academic Funding Codes for Public Community Colleges

21	Agriculture-Natural Resources
22	Architecture and Environmental Design
24	Biological Sciences
25	Business and Management
26	Communications
27	Computer and Information Science
28	Education
29	Engineering
30	Fine and Applied Arts
31	Foreign Languages
32	Health Professions
33	Home Economics
35	Letters
37	Mathematics
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